

HAVEN'S
COMPLETE • MANUAL
OF
TYPE • WRITING

HAVEN'S COMPLETE MANUAL OF TYPEWRITING

A SELF-INSTRUCTOR FOR THE HOME STUDENT; A BOOK OF REFERENCE
FOR THE EXPERT; A GUIDE TO THE TEACHER; AND A
TEXT-BOOK FOR ALL SCHOOLS AND COLLEGES.

CONTAINING

PRACTICAL EXERCISES IN EVERY BRANCH OF WORK APPLICABLE TO TYPE-WRITING
MACHINES, WITH SPECIMENS AND FULL EXPLANATION NECESSARY FOR
MAKING THEM. TO WHICH IS ADDED A TREATISE ON PUNC-
TUATION AND THE USE OF CAPITAL LETTERS, WITH
EASY RULES FOR SPELLING AND OTHER VAL-
UABLE HINTS AND INFORMATION.

By CURTIS HAVEN,

Author of "Haven's Practical Phonography;" Editor of "The Modern Reporter;" and Principal of Haven's
Philadelphia College of Practical Phonography and Type Writing.

PHILADELPHIA:
PUBLISHED BY THE AUTHOR.
1884.

Entered according to Act of Congress, in the year 1883,
BY
CURTIS HAVEN,
In the office of the Librarian of Congress at
Washington.

TO

THE PARTNER OF MY JOYS AND SORROWS; FRIEND, COUNSELLOR
AND HELPMATE, ALL IN ONE—TO

MY WIFE

THIS BOOK IS RESPECTFULLY AND IN AFFECTION
DEDICATED
BY

THE AUTHOR.

Introduction.

The type-writing machine has become, in a comparatively short time, such an important factor in the transaction of business, professional or commercial, and a proper knowledge of its capabilities is so disproportionately small, even with those who make daily use of them, that a *complete* manual of type-writing has of late become a positive necessity.

Believing that an instrument which has proved such a blessing under the most unskillful handling would prove a still greater one, were the masses taught to operate it skillfully and scientifically, the author began, for the instruction of students at his Philadelphia College of Practical Phonography and Type-Writing and for publication in *The Modern Reporter*, a set of carefully prepared lessons which should include the needed information together with liberal exercises and other relative information.

To say that these lessons were a pronounced success from the start would be but to feebly express the enthusiasm with which they were received. One gentleman, prominent as a type-writer expert, and who had abundant opportunity for observing the truth of his statement, stated to the author, that: "Without exception, students of your lessons are the best type-writer operators that I know. Their work is not only accurate in transcription, but what is sometimes a rarity with the best of us, it is also neat and exceptionally *correct in form*."

The above compliment being only one of many similar ones, and each day's mail containing requests for the lessons in a more convenient and durable shape than that presented by the newspaper, it was decided to issue the present *complete* work, which the author takes pleasure in commending to a discriminating and appreciative public.

CONTENTS.

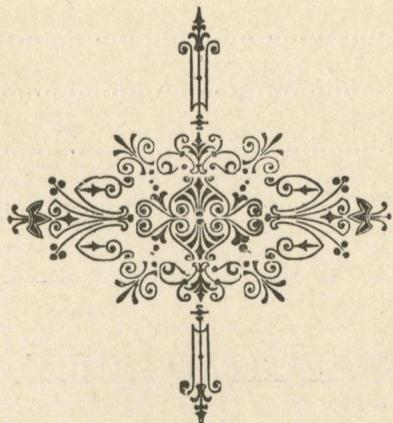
PART I.

	PAGE	
LESSON I.	Preliminary Directions.....	9
	Key Board of the Remington No. 2 Type Writer.....	10
	Rules for Fingering.....	10
LESSON II.	Word and Phrase Practice.....	13
	A Good Rule.....	14
LESSON III.	Sentence Practice.....	15
	Things Not to Do.....	16
LESSON IV.	An Important Matter.....	18
	About Speed.....	19
	The Numerals I and O.....	19
LESSON V.	Care vs. Inattention.....	22
	Phrase Fingering Omitted.....	22
LESSON VI.	Letter Writing.....	24
	Neat Work.....	25
LESSON VII.	Key Manipulation.....	28
	Proper Fingering.....	28
LESSON VIII.	Society Work.....	31
	Centreing Display Lines, etc.....	31
LESSON IX.	Author's and Legal Transcript.....	35
	A Matter of Punctuation.....	36
LESSON X.	Commercial Work.....	40
	Tabular Statements.....	40
LESSON XI.	Ornamental Work.....	44
	Cross and Banner Designs.....	44
LESSON XII.	Concluding Exercises.....	48
	The Bottle and Block Designs.....	48

PART II.

CHAPTER I.	Type Writer Practice.....	53
	Even vs. Uneven Fingering.....	53
	The Cultivation of the Memory.....	53
	Close Attention to Work.....	54
	Tabulary Work.....	54

	PAGE
CHAPTER II. Manifolding.....	56
To Make Marks Not on the Key Board.....	56
Sundry Suggestions.....	57
CHAPTER III. The Art of Orthography.....	59
Easy Rules for Spelling.....	59
CHAPTER IV. Capital Letters.....	61
When to Use Them.....	61
CHAPTER V. The Philosophy of Punctuation.....	62
The True Mission of Punctuation.....	62
Rules for Punctuation.....	64
CHAPTER VI. Care in Letter Writing.....	68
Terms for Secondary Addresses.....	68
CHAPTER VII. Titles Generally.....	70
Abbreviated Forms for Personal Titles.....	70
CHAPTER VIII. A Word of Caution.....	73
A General List of Abbreviations.....	73
CHAPTER IX. Abbreviations for the Reader.....	78
Final List.....	78
CHAPTER X. Foreign Words and Phrases.....	85
From the Latin.....	85
From the French.....	87
From the Spanish.....	89
From the Italian.....	90
CHAPTER XI. Machine Shorthand.....	91



HAVEN'S Complete Manual of Type Writing.

PART I.

LESSON I.

PRELIMINARY DIRECTIONS.

Taking it for granted that every owner of a type-writing instrument has received from whom they purchased their machine a book explanatory of the different parts of the instrument, with directions regarding the purposes for which each part is intended, we shall not go into a lengthy introduction in relation to those matters or any other treated in the pamphlet of directions furnished by the manufacturers of the machines; for, even if the student has not received such pamphlet from the manufacturers above referred to, it is an easy matter for them to procure one at the expense simply of a postal card. These remarks are equally applicable to students who have no machine of their own, but who are learning by using the machine of a friend or teacher, who can likewise easily procure for them the pamphlet we refer to.

In manipulating a type-writing machine, the operator should sit in an upright, easy position, with the hands in the position taught for the piano.

Strike the keys quickly and evenly, with the exception of the marks of punctuation, which, having sharp points, are apt to puncture the paper if struck as hard as the other keys.

Raise the finger *instantly* after striking, and *never strike two keys at a time*.

It is best, also, to invariably use as a "backing sheet" a piece of stiff writing-paper the length of the sheet being written upon. It may be folded over at the top to hold firmly the sheet to be written, and when used, prevents the back of a sheet from becoming uneven and rough by the pressure of the type upon it.

Always carefully rub, with a chamois or dry cloth, the visible metal portions of your machine immediately after using, and be sure to place your case over it before leaving it. The first care will keep your machine from becoming dingy, the second will prevent much accumulation of dust on the type and working portions of the machine.

It would be a waste of space to print the fingering for every style of type-writing machines, so we simply give that for one—*i. e.*, the No. 2 Remington—and all references to the key-board will therefore be considered by the student as a reference to that machine. Learners on other machines can change the fingering to suit the arrangement of their respective key-boards.

KEY BOARD OF THE REMINGTON No. 2 TYPE WRITER.



As the above diagram is the exact size of the key-board of the type-writer, by resting the book on the table, students who have no machine of their own, may practice upon it at home precisely as they would the machine itself, and thus very satisfactorily memorize the entire lettering of the key-board when not using the machine.

RULES FOR FINGERING.

The space key of the Remington machine being in front, accustom yourself to striking it with the thumb. This can be done without moving the hand from over the key-board, and, as the space-key is struck more than any other key, this saving of movement becomes a great saving of time over the old way of striking it with the third or second finger.

Use the right hand to manipulate the keys 6, Y, H, N and all to the right of those keys, reserving the other keys for the left hand. This is the general rule, though there are instances where exceptions occur as will be found noticeable in the finger indication of the exercises hereinafter presented.

Employ the first three fingers of each hand in operating, subjecting them to the following four rules and exceptions:

1. In general, use the first finger of the right hand upon the row of keys 6, Y, H and N; second finger of same hand on next two rows of keys towards the right; and the third finger on the balance on that side of key-board.
2. Use first finger of left hand on keys 5, T, G and B; second finger on next two rows towards the left; and third finger on balance of keys, unless marked otherwise.
3. As it is necessary to depress the upper-case key to write capital letters or upper-case punctuation marks, therefore, whenever the left hand is in that manner employed, the right hand only can then be employed to strike the letters of the key-board, no matter which letter is desired to be made.
4. Always strike the space board with the thumb of the right hand.

EXCEPTION TO RULE 2.—The letter B on the key-board is really neutral ground and may be struck with the first finger of the right hand whenever convenient.

GENERAL EXCEPTION.—It is not necessary to follow the exact rules for fingering when two or more letters belonging to the same finger are to be struck immediately succeeding each other; as, for instance, a word like *red*, all the letters of which occur in the two rows of keys belonging to the second finger of the left hand, but which are easier struck with the first, third and second fingers successively. The general rules are to be followed when they can be conveniently, but the same finger is *never* to be used *on two or more keys which immediately follow one another*, although when the *same key* is to be struck twice or more in succession, the same finger should be used each time.

The best exercise for beginners is not one which will give them practice in writing a few words, but rather one which will help them memorize every letter, punctuation mark and figure on the key board; and the exercise to this lesson being prepared with that especial object in view, is admirably adapted to secure such a result, if well practiced according to the marked fingering.

In the exercise to this and every subsequent lesson the letters and words printed in black type are the words which the student is to practice, the small type above each line in the Exercises being the finger indication for exhibiting the manipulation of the key-board of the machines. In the small type above each line of black type in Exercise, a small Roman letter *f* means first finger; small *s*, second finger; small *t*, third finger. In instances where the rule for the division of the key-boards is violated, it is where a finger of the right hand is used upon keys above stated to be under the control of the left—or *vice versa*—the small letters being changed, in those cases, to italic letters instead of Roman; that is: *f, s, t*, instead of *f, s*.

In practicing this lesson's exercise, no spaces need be used between the letters, and it is best to learn to manipulate a line at a time till it can be executed without looking at the printed exercise.

The small letter *l* is used to indicate the figure *1*; but a capital letter *O* for a cipher.

In such abbreviations as *Mr.* or *Dr.*, the small letter *r* and period can be made with one touch by

using the fourth key from the left in first row. Practice in words and phrases will be commenced in next lesson.

The marked fingering in this exercise must not be supposed to be that used for those letters under all circumstances. A difference in the order of their arrangement would necessitate a different order of manipulation, about which succeeding lessons treat fully; but, for memorizing the keys in the order above given the manipulation there indicated is preferable, and will aid the student to a better understanding of the *principles* of key-fingering explained in subsequent lessons of this book.

EXERCISE.

FOR MEMORIZING THE KEY-BOARD.

t	f	f	s	t	s	f	f	s	f	s
a	b	c	d	e	f	g	h	i	j	k
t	s	f	s	t	t	s	t	s	s	f
l	m	n	o	p	q	r	s	t	u	v
t	s	f	t	t	s	t	s	f	s	f
w	x	y	z	!	,	;	-	8	4	5
s	f	s	s	t	t	s	f	s	f	s
9	6	7	3	2	1	0	\$	r.	"	?
#										
t	f	t	s	f	s	f	t	s	f	s
)	"	:	(—	,	A	B	C	D	E
f	s	t	s	f	s	t	s	f	s	t
F	G	H	I	J	K	L	M	N	O	P
f	s	f	s	t	s	f	s	t	f	t
Q	R	S	T	U	V	W	X	Y	Z	&



LESSON II.

WORD AND PHRASE PRACTICE.

Former teachers have taught their students that the best plan for gaining speed was to practice wholly and solely upon isolated words, while learning.

From this rule the author radically differs. Such practice is indeed of value, but only when alternated *with* miscellaneous practice itself. Each kind of practice has its advantages and even disadvantages when solely relied upon. If students practice solely upon isolated words, when they attempt writing sentences, they will find great difficulty in manipulating the upper case, space and punctuational keys; while, if they practice on miscellaneous work only, though they may gain a *general* knowledge of the keys much quicker, yet it will take them longer to gain speed on many words of infrequent occurrence. Hence the necessity for both kinds of practice while learning—a need which the Exercises of this course of instruction will be found to amply provide. And, as a move in that direction, the author introduces the learner in the Exercise of this lesson to words of two letters and phrases and short sentences composed entirely of words of two letters, each following lesson presenting in gradual order larger words and more difficult sentences as the skill of the student becomes measurably prepared for them.

Commencing with the first word in our Exercise, students should fill three lines of their paper with that one word. Then fill three lines of your paper with the next word, continuing similarly with each separate word in Exercise until the phrases are arrived at. Then fill three lines with each phrase, writing as many words at once as each phrase contains, but not writing any word of the next phrase until three lines have been filled with the preceding phrase, and taking care to separate each word with one space, but not more than one space. In the first part of the Exercise, the single words are separated by wide spaces, and in the latter part of the Exercise groups of words are separated from each other by wide spaces, but that is done in those instances merely to show the learner which words are to be repeated alone to fill three lines and which words are to be repeated together to fill the same number of lines. The wide spacing is not to be allowed in practicing.

If correctly executed, after practicing upon the single words in first part of Exercise, the student's first three lines of practice ought to present the following appearance:

Then, if your phrases are correctly practiced, the first three lines of practice upon them should exhibit this result:

as is
as is as is as is as is as is as is as is as is as is as is as is as is as is as is as is
as is as is as is as is as is as is as is as is as is as is as is as is as is as is as is
etc., etc., until the last group of words has been printed.

A GOOD RULE.

There is nothing like starting right. Hence, it is a good rule for the student to thoroughly master each lesson in its turn before attempting the next. It is scarcely likely that any one lesson will be practiced too thoroughly, as it is by repetition solely that complete familiarity with the keyboard is acquired. And, above all, do not attempt practicing a word rapidly unless the fingering is done correctly. Bad habits of manipulation are more difficult to overcome than any other mistake in the operation of a type-writing machine.

EXERCISE.

SINGLE WORDS TO BE WRITTEN WITH LOWER CASE LETTERS ONLY.

t s	t f	t s	t f	f s	f s	s t	f t	f s
am	an	as	at	be	by	do	go	he
s s	s f	s t	s f	s s	s f	f t	t s	t f
if	in	is	it	me	my	no	of	oh
t s	t s	t f	t t	f t	f t	s t	t s	f s
of	or	on	so	to	up	us	we	ye

PHRASES TO BE WRITTEN IN LOWER-CASE LETTERS ONLY.

ts ss ts sf ts ft sf sf ss ts st sf
as is as it as no in it is as in is

st sf sf st ts sf ts ss ts tf ft fs
is it it is of it or if or of to be

fs tf ts ss sf fs tt sf st ft fs ss sf st ft ss
be it as if it be so it is to be if it is to me

fs st ft ft ss sf st tt ft ft sf ss ts ss sf st tt
he is up to me it is so to us it is as if it is so



LESSON III.

SENTENCE PRACTICE.

Under the sub-heading of General Practice in this Exercise students are introduced to their first practice in regular paragraph work, and although the subject is one containing in its expression many words out of the ordinary, the paragraph in question has been selected because of its wide use of the key-board, and its consequent value as a pure exercise. To be sure, the words of the paragraph are very uncommon, and therefore difficult ones to execute, but then the practice on these in this case will help one with easier words, especially as the difficult words are combined in an Exercise presenting a full quota of common ones in the phrase and single-word portions of the exercise.

Descriptive of the punctuating of the paragraph under General Practice, it is necessary to say a few words: Commence the first word of every paragraph with the pointer of the machine directly over the fifth mark of the front scale. This is called *indenting*, the first word (In) of our paragraph being therefore indented 5, the other lines of the paragraph commencing what is known as flush—that is, with the pointer immediately above the cypher 0 of the front scale of the machine.

When using the ordinary marks of punctuation, strike them immediately after the last letter of the word they follow, striking only *one* space after them, when they are used within a sentence; as, for instance, the comma, semicolon, and the second parenthesis or quotation marks, providing the last two named are not followed by another mark. When a punctuational mark (either a period, interrogation, or exclamation point) ends a complete sentence within a paragraph, three spaces should be struck, as in the last two lines of the paragraph of General Practice. There are times, however, when less spaces will do, as in the case of the period in third line of that paragraph, there being only one space struck after that period, because the operator desired to place the two words "Let your" in the same line, a matter which would have been impossible had three spaces been struck after the period. In similar contingencies, the space after a comma or similar punctuational point may be omitted, as it is preceding the word "philosophical" in second line of the paragraph in question. Sometimes, to preserve an even right hand edge to work, extra spaces are even inserted between the words of a line, as before and after the word "conciseness" in fourth line of paragraph. But these omissions and insertions of spaces are simply devices to insure neat work or to provide for special contingencies, and are to be used in exceptional cases only. The right-hand ends of all lines in ordinary type-writing are generally left to take care of themselves, and to be even or zig-zag, as occasion necessitates, providing only that no word is to be divided on the end of a line, except upon a full syllable, the syllable that can not be written in full at that end of the line, being omitted from it altogether and written at the beginning of the next.

THINGS NOT TO DO.

Do not strike the space bar with any finger. Use the right thumb for it always.

Do not strike two keys at one time.

Do not lean over the instrument. Sit with an erect, easy posture.

Do not forget to cover your machine immediately after using. Dust is the greatest enemy the type-writing machine has.

Do not neglect rubbing the bright portions of your machine daily and carefully.

Do not try to practice faster than you can evenly. That is, avoid an irregular touch. Lift one finger entirely off one key before striking another. A slow, even touch while practicing will give speed quicker than uneven rapidity of hand.

Do not fail to practice the words and phrases of this Exercise precisely as you did those of last lesson. That is, fill three lines of your paper with the word *act* before practicing on the next word of Exercise, carrying out the rule with each word until *you* is finished: and then practicing similarly each phrase, writing as many words at a time as each phrase is composed of until three lines of your practicing paper is filled, when the next phrase can be similarly treated, and so on throughout the list; not forgetting, in either word or phrase practice, to always strike a single space after each word, but not more than one space.

EXERCISE.

WORDS

ts f	ttt	tf s	fs f	ft f	st f	sss	s s t	fts	fts
act	all	and	but	can	day	did	due	far	has
fs f	fts	fst	ft t	s ft	t ts	t ts	ts f	st f	st f
her	him	his	how	its	lad	led	let	man	may
ss f	st f	tf s	st f	st f	t ft	ts f	fst	fs f	fts
men	say	she	was	way	who	why	yes	yet	you

PHRASES.

ts fts	ts ft f	tf ttt	tf tfs	ts ft f	fs ft f
as has	as not	at all	at one	am not	be not
st fst	st fs f	st ft f	sf fts	tf ttt	tf tss
is his	is met	is not	it had	of all	of our
fts ft f	fss ttf	st f ft f	tss ttf	tsf tss	tf s fts
has not	his own	may not	our own	set off	she had
sft tfs	ts ft ffs	ts st f fs	ts tfs sf	ts st f fs	
who are	as to the	as may be	we are in	we may be	
tf tss ttf tstt	ts tfs ft f ft fs	ts tfs ft f sf tsf stf stt	ts tfs ft f sf tsf stf stt		
of our own will	we are not to be	we are not in any way ill	we are not in any way ill		

GENERAL PRACTICE.

The pupil having at this stage progressed far enough for initiation into a few of the mysteries of sentence writing, the following paragraph, copied from an issue of the *New England Journal of Education*, presents opportunities for the use of most of the keys of the type writer, and is therefore well adapted for General Practice. Make as many copies of it as may be found necessary to obtain a correct one:

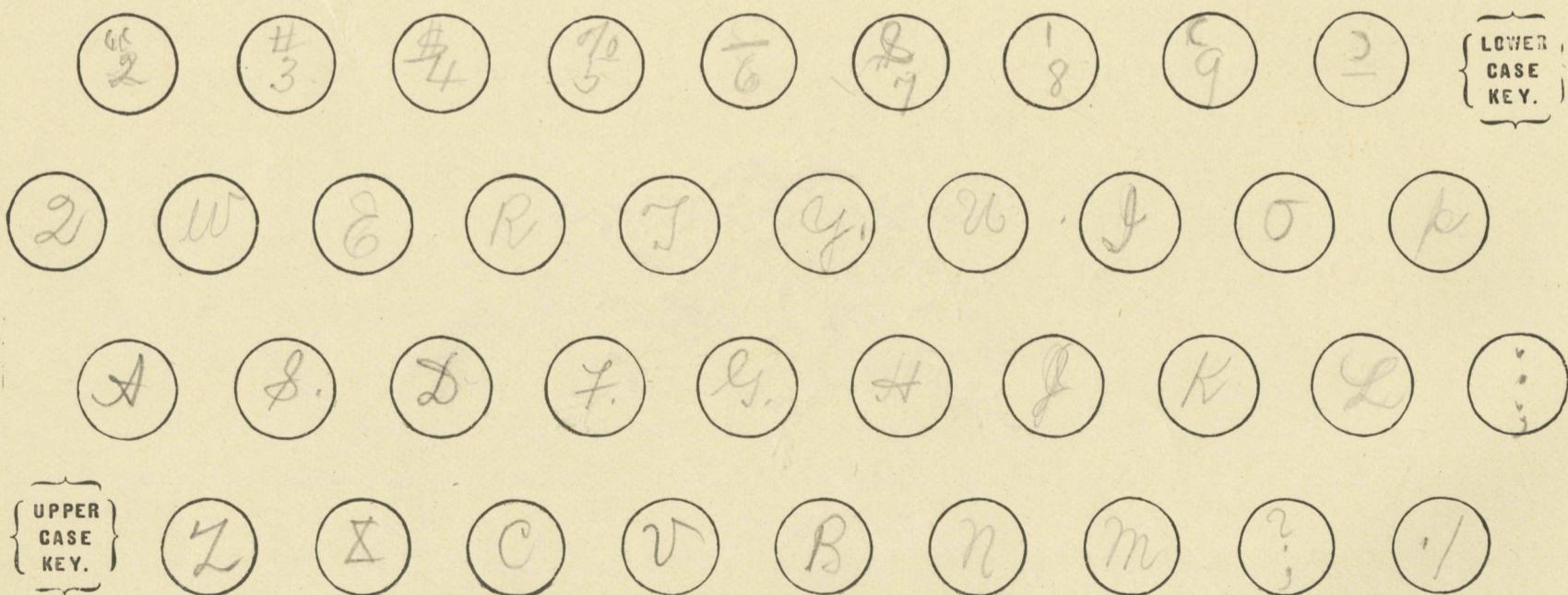
In promulgating your esoteric cogitations or articulating any superficial sentimentalities and amicable, philosophical or psychological observations, beware of platitudinous ponderosity. Let your conversational communications possess a clarified conciseness, a compacted comprehensibleness, coalescent consistency and concatenated cogency. Eschew all conglomerations of flatulent garrulity, jejune babblement or asinine affectations. Let your extemporaneous descantings or unpremeditated expatiations possess intelligibility and careful vivacity, without rhodomontade or thrasonical bombast. Sedulously avoid all polysyllabic profundity, pompous prolixity, psittaceous vacuity, vaniloquent vapidity. Shun double entendres, prurient jocosity and pestivorous profanity, obscurent or apparent. In other words, talk plainly, briefly, naturally, sensibly, truthfully and purely. Keep from "slang;" don't put on airs; say what you mean; mean what you say. And don't use big words!



LESSON IV.

AN IMPORTANT MATTER.

There are several questions which should be satisfactorily answered by students before they proceed further in practicing for speed. Do you know the exact location of every key on the board, no matter how unimportant a one might be named? Can you find them without hesitation—any one of them? Can you, without looking at the key-board, repeat the names and values of each key from the first on the upper to the last key on the lower row? Can you repeat them backward as readily? Can you tell as readily the names on the first left-hand row, slanting from Q downward to the right? Can you of the next row slanting in the same direction; and the next, and so on to the last left-hand row beginning with the second mark of parenthesis and ending with the semicolon? Can you remember the names of the keys on all the rows slanting downward to the left, the first row of which is composed of the keys representing the colon and the exclamation point? If you cannot readily accomplish the answers to these questions, let us advise you by all means to go no further in your practice till you can. It will not take so very long to memorize these points and it will well repay for the time occupied. To facilitate this result, the following blank key-board is given:



SPACE BOARD.

This blank representation of the key-board of the Remington No. 2 machine, can be used as suggested with the diagram shown in Lesson 1, and it would be well in memorizing the keys, to practice thereon the Exercise to Lesson 1, which Exercise contains practice upon every key of the key-board. This done, run over the alphabet forwards and backwards, practice on the numerals in the same manner, and the punctuational points as well, until you are as familiar with the key-board of the Remington No. 2 machine as you are with spelling your own name—if you want speed quickly.

Remember that, in ordinary work, many of the letters of the alphabet, some of the numerals, and most punctuational marks are very seldom used; and hence, your practice on these keys being limited, when you do use them it is not with as ready touch as the keys used most frequently. Therefore, these seldom-used keys should receive your best practice on the key-board, and a daily duty should be to practice them thereon before commencing your regular lesson or work.

ABOUT SPEED.

There is one matter which beginners want to bear in mind in their practice of the lesson exercises. They must not look for, nor attempt, a great amount of speed while learning these type-writer lessons. The student is apt to expect this, early in his course of instruction, and attempt rapid writing before accuracy or thorough knowledge of the manipulation of the machine has been attained. The lessons are to give accuracy only, and no word on the machine in the exercises should be written faster than it can be written correctly and *evenly*. This one quality is the secret of rapid writing. Evenness in manipulation is to be sought before speed, for evenness will give speed finally, while an attempt at speed while practicing on the exercises of these twelve lessons would be apt to get the operator into an uneven, nervous manner of manipulation, which will be sure to retard speed as well as insure bad work and injure the machine. Another reason why speed must not be expected nor attempted in passing from one lesson to another is, because the exercise in each is new and more difficult than the exercises of previous lessons, and because it must be learned, is why speed cannot be attained until all the lessons have been written, the practice thereafter being the motive power which will bring speed.

THE NUMERALS 1 AND 0.

Many of the operators of the No. 2 machine persist in writing a capital letter I for the figure 1. That is a necessity on the No. 4 machine, but not on the No. 2. The lower case letter l is much better, because it more resembles the figure, and may be struck without depressing the upper case platten-shift key, as necessary in writing a capital I.

In practicing this and the next two lessons students should fill four lines of their paper with each separate word or phrase, instead of three lines.

EXERCISE.

WORDS.

tfts	ttss	fsss	sttt	stst	stft	stff	tfts
able	also	been	call	come	done	each	ever
fsts	fsst	ftts	fsst	ftsf	sfft	sftt	tsff
from	feel	glad	give	have	into	know	long
stfs	ttsf	sftf	fstf	ftss	sts	ttsf	ttfs
made	many	must	near	name	open	past	pays
stfs	stss	stss	tsfs	ffss	fft	sts	tfs
rate	said	same	sure	then	that	upon	when

PHRASES.

tfts ft	tfts sffs	fsss ftss	fsss tstt	ftfs ft f
able to	able once	been home	been less	have had
fts ftfs	ftfs stss fftf	ftfs tsss ffss	ftfs tstf ifss	
had none	have said that	have seen them	have lost them	
sftf fs tsff	sftf fs stfs	sftf ft f ftfs	sftf ft f tsts	
must be with	must be made	must not have	must not lead	
tsfs ffss ft ss	tssf stf fs tssf	tssf stf fs stst ft fs		
send them to me	such can be seen	such may be made to be		
tfts st fts sstf ft tss fts		tsff tfts tsfs ffsf tf fftf fsfs		
whom do you mean to ask for		with whom were they at that time		

GENERAL PRACTICE.

For General Practice operate the following paragraph enough times to secure one correct copy:

Roland and Diana were lovers. Diana was ephemeral but comely, hypochondriacal but not lugubrious, didactic but not dishonest, nor given to ribald nor truculent grimaces. Her pedal extremities were, perhaps, a trifle too large for playing organ-pedals successfully, but her heart was not at all adamantine, and her address was preemtory without being too diffuse. Roland, on the other hand, was of a saturnine countenance, at once splenetic and combative in disposition, so that his wassails and orgies were almost maniacal in their effects. He was a telegrapher by profession, having re-

ceived a diploma from Caius College, but aggrandized his stipend by dabbling in philology, othoepy and zoology during his leisure hours, so that he was accused of fetichism and tergiversation by his patrons. There was a diocesan who endeavored to dispossess Roland in the affections of Diana. He had sent Diana a ring with onyx, a chalcedonic variety of stone, and once hung a placard near where he knew she would see it from her casement, but she steadfastly resisted his overtures, and ogled him as if he were a dromedary. Roland became cognisant of this amour, and armed with a withe he inveighed against this "gay Lothario", who defended himself with a falchion, until Roland disarmed him, houghing his palfrey withal. The next day the hymenial rights were performed and Diana became henceforth Roland's faithful coadjutant or housewife.



LESSON V.

CARE VS. INATTENTION.

It is to be hoped that no student needs to be reminded that every word of instruction is to be implicitly followed, especially the indication of the fingering, and that each lesson should be perfectly learned before the next one is attempted. By all means do not allow the desire to write rapidly exceed your desire to write correctly. Speed is certain to follow with care, but slovenly work is sure to be the result of careless rapidity. Strike the keys firmly, evenly, and lift the finger immediately. Do not expect to gain speed while you are upon the theory, because each lesson contains new exercises and you cannot expect speed while learning the lessons; you simply want to gain *accuracy* through the medium of the lessons; speed will be gained by regular practice after the lessons are well learned.

The tension of the machine, both carriage and key, should be as light as possible. The machine will sway or rock if the carriage tension is tight, a condition which will also fatigue the eyes.

In correcting mistakes on the machine run the paper back immediately, and print over the wrongly written word; never scratch the errors while the paper is in the machine, as the waste will fall among the arms containing the letters and choke them.

Do not fail to keep your machine bright and clean, and always free from dust. The type bar bearing should especially be brushed daily; also the gears on the sliding shafts and spool shafts, as they are intimately connected with the ribbon movements of both the carriage and axis. The types should also be cleaned, say once a week, and may be brushed at the bottom of the disk without raising them.

PHRASE-FINGERING OMITTED.

With this lesson the representation of the fingering in writing phrases is omitted from the exercise because students have by this time become sufficiently acquainted with the proper manner of manipulation to render it unnecessary to represent more than the fingering of the single words for this and subsequent lessons.

The indication of the fingering as shown in single words should, however, not be neglected, but should rather be all the more closely observed, and all carelessness of manipulation studiously avoided.

EXERCISE.

WORDS.

t f t f s	t f t f s	t s f t s	f f s s f	f t s s f	s f s f f	s t f t s	f s f s f
above	about	after	brief	cause	every	favor	given
f t s s t	f t s t s	s f f t f	s f s f t	s f t t f	t s t f f	s t t s t	s t f f s
hours	honor	infer	judge	known	learn	makes	might

fsfsf	tsffs	ttfsf	ttsff	tstfs	tssfs	tstfs	sfsf
never	ought	owner	party	place	prove	quite	quiet
fstsf	sftfs	ffsts	ffsfs	ssstt	fttss	tftsf	ttsff
reply	state	these	think	usual	value	whose	worth

PHRASES.

at first	aware of	in their	is known	what would
has known	during it	may there	set forth	there were
there must	which will	which have	human mind	human soul
there would	never shall	on either hand	which will have	
it ought not	there shall not be	some other one	ought to have	

GENERAL PRACTICE.

As with the paragraphs under this heading in two previous lessons, copy this paragraph as many times as may be necessary to obtain one correct copy:

The most skilled gauger I ever knew was a malicious cobbler, armed with a poignard, who drove a peddler's wagon, using a mullein stalk as an instrument of coercion to tyrannize over his puny pony shod with calks. He was a Galilean Sadducee, and he had a phthisicky catarrh, a diphtheria and the bilious intermittent erysipelas. A certain attractive sibyl, with the sobriquet of "Gypsey," fainted from ecstacies of cachinnation upon seeing him measure a bushel of peas, and separate saccharine tomatoes from a heap of peeled potatoes without dyeing or singeing the ignitable queue which he wore, or of becoming paralysed with a hemorrhage. Lifting her two eyes to the ceiling of the cupola of the capitol to conceal an unparalleled embarrassment, making a courtesy, and yet not harrassing him with mystifying, rarefying and stupefying inuendoes, she presented him a couch, a bouquet of lilies, mignonette, and fucias; a treatise on mnemonics; a copy of the Apocrypha in hieroglyphics; a daguerreotype of Mendelssohn and Kosciusco; a kaleidoscope; an ounce vial of ipecacuanha; a teaspoonful of naptha for deleble purposes; a ferrule, a clarionet, some licorice, a surcingle, a cornelian of symmetrical proportions; a chronometer with movable balance-wheel; a box of dominoes and a catechism. The gauger, who was besides a trafficking rectifier and a parishioner of mine, preferring a neat woolen surtout (his choice was due to a sad vacillating, occasionally-occurring idiosyncrasy), wofully uttered this apothegm: "Life is checkered; but schism, apostasy, heresy and villany shall punished be!" The sibyl apoligizingly answered: "There is notably an allegable difference between a conferrable ellipsis and a tri-syllabic diaeresis." We replied in trochees, not impugning their suspicion.

LESSON VI.

LETTER WRITING.

In this lesson the student receives the first Exercises in amanuensis work,—*i. e.*, Letter Writing,—and while the two letters given under the heading of "General Practice" in Exercises to this lesson are very easily copied, yet some rules are necessary to be given in order that they may be copied artistically in accordance with the formation of, and the execution peculiar to, the type-writer.

By looking at the correspondence in "General Practice," the lines of the second letter will be observed to be closer together than the first, so given to show to the student the different width between lines to which the type-writer is adapted. The reason why the lines are made closer together in the second letter than in the first, is because the second letter containing more words, it would possibly have overrun the sheet of writing paper had it been wide-spaced, and made an awkward form by having either to run over on another sheet of writing paper, or necessitated its completion on the reverse side of the letter sheet. Either of these would have been in bad taste for a wide-spaced letter, and is hence avoided by careful operators, by setting the machine for short space, a result which leaves a neater and more even margin between the top of the letter sheet and the address, the bottom of the sheet and the signature. It is always advisable to give heed to the artistic appearance of one's work upon the type-writer, and for that very reason the first letter in our Exercise is written wide-spaced in order to make it fill the page of letter sheet in a neater manner. Had the first letter been written close-spaced, like the second, there would have been left two much blank paper after the signature, giving the letter a very unornamental appearance,—a matter which students can appreciate best by copying both letters both ways.

This spacing can, of course, be regulated by the space-guage, described in the manufacturers descriptive pamphlet. When such guage is raised up on end, the type-writer is adjusted for narrow spacing like our first letter, and when flatly depressed it is adjusted for wide spacing as shown in the second letter.

The Exercises given herein are for regular letter sheet paper about seven inches wide, not for the note sheets. To adjust for note sheet size, you should first change the bell-ringer thumb screw by sliding it towards the left far enough to cause the carriage to stop before it arrives too near the right hand edge of the paper, and then place your note-sheet on the paper shelf like other paper, taking care that it is far enough to the left to be well engaged under the rubber band. Set the envelope-holder firmly against the paper, so as to hold smoothly against the cylinder. The bell-ringer will always ring the signal four or five spaces before the last letter of a line is to be printed, no matter how short the line has been set for.

The following remarks apply to any sized correspondence, either on note or letter sheets: It will be seen by referring to the letters in Exercises that the title "Gentlemen:" in one letter is commenced

flush with the majority of lines in that letter, while "Dear Sir:" in the other letter, is run in with the first sentence of the letter to which it belongs. This is merely a matter of taste. But when either "Dear Sir:", "Gentlemen:", or any other title, is placed flush with the regular lines of the letter, the titles should end with a colon, and the next word should begin on the line below, as the word "Explanatory" does in the first letter. And when either "Dear Sir:" or "Gentlemen:" occur in the same sentence as the words "Dear Sir:" do in the second letter, such title should be followed by both a colon and a dash as it does in our second letter, and should be placed on the same line as the words following it, the title being indented and placed in from the line just as the sentence would be begun, had it been on a separate line.

In general, the address of the sender of a letter is printed upon his letter heading, but in case it is not, such address of the sender should be commenced with the pointer at 33 of the front scale of your machine, (i. e., the centre of the line), and in that case, for uniformity, the first letter of the concluding words "Very Respectfully," or "Yours Truly," should be commenced at the same number. Then, if you print the name of the firm, such name should be begun five in (i. e. with the pointer at 38), and if you print "Per" your initials after that, commence "Per" in five further, say at 43.

The signature, unless written, should always be printed in capital letters, and, if of reasonable length, without spacing between letters, but if rather short, it can have a single space between each letter of the name, and triple space between the names themselves, as with the signature "MARKS PROUD," given in our first letter. Be particular when you place single spaces between each letter of a line containing two or more words, always to place *three* spaces between the words themselves; two spaces are not sufficient.

With the address and the name of person addressed, discretion must be observed in order to attain neat work. For instance, if the address is simply the name of the town and state, it should occupy one line only, but if an extended address, like second letter, the town and state may be placed on a separate line, street and number preceding it on a line by itself. There is no absolute rule in regard to this, except to aim at neatness. No address should run across the page, and no line unless it be the name of a person addressed, should contain less than fifteen letters, if possible. The name of the party or firm addressed should always be a line by itself, and every person or firm so addressed is entitled to a title of some distinction, either "Mr.," or "Esq.," "Messrs," "Hon.," or whatever title is most applicable.

NEAT WORK.

Furthermore, to insure neat work, the first letter of the name or title of the addressed party should begin as near to the side of the letter sheet as the type-writer will allow, and so should the addressing title "Dear Sir" or "Gentlemen", etc., when on a line by itself, and similarly with all the other lines in the main part of the letter except in the first line of each paragraph, which should commence with the pointer of the type-writer pointing to 5, which number the pointer should also indicate for the first letter of

the first line of address; while, if there be a second line of address, as with "Philadelphia" in second letter the indicator should point to 10 in beginning that line.

All punctuational points, except the dash, should immediately follow the last letter to which they belong, and every punctuational point should have at least one space after it, the period three spaces, and the exclamation or interrogation point three spaces when they end a sentence. A dash is made with two hyphens. Never use the underscore for a dash.

EXERCISE.

WORDS.

tttstf	tsfstf	tttsts	ftftst	stsstf	stfft	fstsf
appear	action	allows	before	comply	cannot	desire
sftsf	ftssts	ftffsf	ftttsf	ftsttf	sfftfs	tsffts
enough	former	gather	happen	hereon	intend	little
stfsfs	ftfsst	stfstf	tffsst	tsftsf	tsstts	ftffsf
minute	nature	option	office	please	proper	rather
stftfs	tstfsf	tftsts	fftssf	sftstt	fssfft	tsffsf
regard	seldom	should	though	unless	virtue	within

PHRASES.

at length	as though	are there	have there	there would
think them	such ought	such would	which have	which could
which had	which might have	there never can	there might be	
though it will	there may be reasons		May it please the court	
May it please your honor		In the judgment of the court		

GENERAL PRACTICE.

For general practice, the forms of business letters upon opposite page should be repeatedly copied until they can be executed without a single error, the spacing, etc., to be strictly in accordance with the rules for letter type-writing given in the fore part of this lesson:

St. Louis, February 18, 1883.

Messrs. Folwell & Bro.,

Wicklefordshire, Mass.

Gentlemen:

Explanatory of my telegram of Saturday, I would state that my reason for so suddenly countermanding my order was because of the fact that the customer for whom I wanted most of the cans, made a mistake in his order to me, which was only discovered upon arrival of your first shipment.

I have reshipped all the cans. Please send me 8 lb cans instead, and oblige,

Yours Truly,

M A R K S P R O U D;

Per C. M.

Cincinnati, January 22, 1872.

David Wharton, Esq.,
617 New Market St.,
Philadelphia, Penna.

Dear Sir:--Replying to your favor of the 20th inst, we shall take pleasure in filling for you all orders for goods in our line with which you may favor us, and it shall be our endeavor to ship your goods promptly, at the same time billing them to you at the very lowest market rates.

The facilities possessed by our firm for purchasing enable us to compete with any dealers in our line, and we believe our transactions with you will be found to be always mutually satisfactory.

Canned goods, this day, are selling at \$1.60 per dozen in 100 case lots, for Marrow Beans; "Best" Tomatoes, \$2.10; String Beans, \$1.85; Carson's packing, \$1.90; Marrowfats rule ten to eleven cents higher, with a rising tendency, making it advisable for you to order quickly if you have only a light stock. Pears, in jars, are scarce and may go ten cents higher than present rate before a week passes. Market price is \$3.05, but will close out to you a small lot of the present stock (say five cases) at even money, if we can hear from you soon.

Quotations for other goods you will see on the enclosed price list, all of which can be relied upon as correctly indicating the state of the market, with the exception of Olive Oil, which is unstaple and apt to change either way half a dozen times a day.

Awaiting your further pleasure, we are

Very Respectfully,
SMYTHE, BROWN & CO.

LESSON VII.

KEY MANIPULATION.

This is the third lesson in which the indication of the finger manipulation for phrases have been omitted, the omission being made, as before explained, because the student is considered far enough advanced to appreciate the proper method of manipulation without having them particularly indicated, except perhaps in the single words. However, to impress the principle of manipulation still clearer if possible, it is only necessary, in dismissing the subject, to say that, although the keys 5, T, G, generally belong to the first finger of the left hand, the keys 3, 4, E, R, D, F, C, V to the second finger same hand, the keys to the left of those to the third finger, and similarly with the fingers of the right hand to the other side of the key-board, yet such rules are only general ones, which are, of necessity, to be broken whenever they interfere with graceful and easy manipulation. The actual rule is: Use the three fingers of each hand in all work and employ them in their proper rows of keys when it is possible to do so with ease, but not otherwise.

PROPER FINGERING.

If there should be any doubt about the proper fingering of a word not already practiced upon, and when the regular rules are not applicable, the proper fingering can easily be attained by trying several ways of manipulation, and choosing the easiest. Also, never make one hand do all the work on a word of over three letters (for instance, in such words as *gear*, *tear*, etc.) let the other hand assist, inasmuch as to strike the nearest letters to it (*g* or *t* in these instances) even though they are in the domain of the other.

EXERCISE.

WORDS.

tttsfsf	tsstsff	fstssfs	stfftsf	fstssfs	tsttsff
applied	account	believe	contain	deserve	quality
ftstffs	fsfsftt	fttsfsf	sftstst	ttsfstf	stftsfs
failure	general	however	inquire	largest	minimum
fssffsf	stsfstf	tsttstt	tsststs	tstsfts	fsfssfs
neither	opinion	possess	propose	quarter	receive
ttsfstt	fftsffs	fsftstf	tsfftsf	tfsffsf	fsstfsf
special	thought	version	without	whether	yielded

PHRASES.

another one	neither can	further than	to ourself
however there	measure these		somewhat or other
whoever they are	whether there can		through the one
applied to them	believe in one		possess their own
believe it to be one of them			whether there can be anyone

GENERAL PRACTICE.

For general practice to this lesson three more letters are given—railroad, governmental and publishing—which conclude our examples of epistolary work. Copy them as directed for preceding letters.

Chillicothe, Ind., May 29, 1879.

Eugene J. Fields, Auditor.

J. D. & M. Ry Co., Dubuque, Iowa:

Sir:

In your report of Eastbound Diverted Freight, just received, D. & O. car No. 4267, to Centreville, is entered as diverted at Hightstown, via L. R. & M. R. R.

Our General Account and Car Service Reports from L. R. & M. R. R. Co. show this to have been D. & O. car No. 4207.

We herewith enclose report for correction and return.

Very truly,

BELLEVILLE JONES,

Auditor Freight Receipts

—o—

Washington, D. C. April 1, 1783.

Mrs. Charlotte Tompkins,

927 East Ninth St., New York City.

Madam:

Payment of your claim for arrears of pension and back pay in the case of deceased brother, late private in Co. Q., 19th Reg. O. Vols, is withheld until receipt of documentary evidence, sworn and subscribed to by two disinterested witnesses who have known your family previous to the enlistment of deceased soldier, which witnesses must be competent to state that your deceased father, Henry M. Harper, was never married to any other person than Mary Elinore Harper, your deceased mother, and that he never had any other children than yourself, of either whole or half-blood.

Respectfully,

WAITAWHILE PERKINS,

92nd Assistant Auditor.

New York, March 20th, 1881.

W. R. Knowles, Esq.,
241 Halemann st.,
Richmond, Va.

Dear Sir:

Replying to your letter of the 16th instant, we beg leave to inform you that while we should be glad to allow you a rebate on the book ordered, yet were we to do so to all our customers on the grounds you claim it--viz: because of your connection with a mercantile firm--we would lose a large amount of money annually, besides doing an injustice to our largest patrons, the regular book trade, wholesale and retail.

The unwritten laws of our trade do not permit us to make reductions from our price list of publications to any but the trade, upon small lots. Should you, however, care to order largely, you then become as much of a dealer as any one in the trade and entitled to the same advantages. Until then, however, we are obliged to withhold rebate, but enclose price list showing the discounts we allow on different sized wholesale orders.

Awaiting your further favors, we are

Very truly yours,
B A R L O W B R O S.,
Per D. G.



LESSON VIII.

SOCIETY WORK.

In this lesson the student is introduced to work such as is mostly in demand by lodges, societies and like bodies; and in this lesson the student is given, for the first time, a specimen of title paging, the beauty of which will a great deal depend upon the operator having a correct eye for proportioning lines; yet the particular points can be easily acquired by observation of the manner in which type in ordinary printing is displayed. The job printer of to-day needs to possess more or less of an artist's eye, because of the great differences of types, and the care necessary to be exercised in seeing that those types vary enough or are placed in sufficient contrast with one another to bring out their beauties of light and shade; and, while type-writing bears more or less analogy to the work of job printers, yet the fact that type-writer operators cannot call to their aid the variety of type-forms possessed by the printer, though limiting the operator's opportunity for display, on the other hand relieves them from the necessity of producing contrast by differently bodied letters. The body of printers' type differs so materially that a printer generally cannot tell until he has actually "set up" the words, what space they will occupy, while, with a type-writing machine, as every letter occupies the same sized space upon the paper, less ingenuity is required to produce effects, thus placing the possibilities for good work within the reach of all.

CENTERING DISPLAY LINES, ETC.

In display work of the type-writing machine, the principal care is to accurately centre the wording of each line that does not contain enough words to fill a line. By centering is meant, of course, producing the same spacing on each end of the line. To obtain this result (which must be done with all title page lines and other lines constituting headings), first count every letter and punctuationary point of the line to be written, as well as each space occurring between the words of that line, and if the letters of any word are to spaced wider apart than the machine ordinarily spaces them, count those spaces also. The total thus obtained should be deducted from the greatest number on the front scale of the machine, which remainder will show how much space there is unused in the line; then divide this remainder by 2, and the result will be the exact number of spaces that should be left on either end of the written line to centre it, which number, being known, the *first letter* of the words to be centered is commenced with the pointer pointing to the next number on the scale; and, then, when the entire wording of that line is printed, if the calculation has been made correctly, the line will be exactly centered. To illustrate this explanation, let us take the third line of the heading of the Constitution and By-Laws shown under General Practice of this exercise. That third line is composed of the words, "THE INTERNATIONAL ASSOCIATION OF PROFESSIONAL ENGRAVERS," the entire words of the line containing 50 letters, which, added to five spaces between the six words, and one punctuation mark (a period), adds up 56, and, as the largest number on the space board of the Remington machine is 65, deducting this 56 from the 65 leaves us 9 spaces unused in the line, which 9 spaces

are to be divided by 2 to find how large a space should be left at each end of the line, the result of that division in this instance making four-and-a-half spaces. Now, as we cannot indicate half a space on the machine; it is evident that the amount which is divided by 2 must always be an *even* number in order to produce an even number after division. And, to get an even number for division by 2, we must deduct from the highest number on the machine (65) some number that will give us an even number. As 65 is an odd number, to attain our object we must always deduct an *odd* number from 65—our trouble in the present case being that we deducted an *even* number from 65, because our line, according to rule, footed up an even number. We must, therefore, to make this even number an odd one, either add something to that line or subtract something from it. To find the best way to do this we look carefully at the line itself. Of course, no wording or extra letters must be added to that line, neither must any letters be subtracted from it. We must gain our point by either adding or subtracting a *space* or *punctuational point*, and the first thing we look at is the end of the line; for, if, after the last letter on that line there is a punctuation mark, then to gain an odd number we omit counting that mark. In this instance there being a mark of punctuation at the end of the line (a period), we ignore it in counting (though we write it), which ignoring will give us 55 to deduct from 65, thus presenting an even difference of 10, which divided by 2 show us 5 spaces for each end of our line. And now to commence the line properly we begin with the pointer over 6 on the scale, the figure 6 being the next number after the space 5, which will cause our line to end with apparent evenness, for the period at the end of the line will not sufficiently enlarge the general appearance of the work; and although we do not count that period we must write it for the sake of accuracy in punctuation. Had we been trying to centre the words in the line, "Adopted December 29th, 1873," we would not have had to ignore the period at the end of that line, because there is a punctuational point inside the line, in which case, to gain an odd number for subtraction from 65, we would simply have to omit the space after the comma, the comma itself separating the words between which it occurs sufficiently without a space. At times when there are no punctuational marks within a line it would not do to omit a space, as that would leave the letters too close together. If there were no punctuational points either at the end of the line or between the words, we would place an extra space between some one word of that line and attain our object in that way; or, as in the case of the second line of this title (the word "of") where a single word of two letters occurs, we can place a space between the letters of the word itself to gain our object, but of course in a line composed of only one word and that word containing more than two letters it would not do to use simply one space. We would be compelled to space between each letter of that word in order not to separate too widely the parts of the word.

The method of centering lines being understood, the students' attention should be directed to forming contrasting lines. That is, neither to have two lines of the title the same length nor of the same appearance. Sameness is to be avoided and variety sought in title paging. The second line of the title we are describing is a catch line composed of only one word "of," to relieve the plainness of which, we place in small type, varying with a space before and after, and also preceding and following it with hyphens and a colon, for contrast sake. The words "Adopted December 29th, 1873," are also placed in lower case type for variety sake, and dashes are made between lines by writing the small letter o preceded and followed by

two hyphens. Between all these lines we also leave a wide space; but it is only between the last dash, and the line of which "CONSTITUTION" is the only word, that we leave a double wide space, this being done in this case to entirely separate the main body of the work from the main title lines. Now, as the names "CONSTITUTION" and "BY-LAWS", as they occur before their paragraphs, are the main words of the actual work, and as the headings of the Articles are capitalized, then the words "CONSTITUTION" and "BY-LAWS" need to be made more prominent than the other headings which are subservient to them, a result attained by spacing between each letter, as in the first line of the title. Then between these single title lines and the name of the articles, we should leave a wide space; after which comes the name of the article itself in capitals, and in the next line the wording of the Article close up to its name, a rule which indicates at once to the eye that ARTICLE SO-and-SO belongs to the paragraph or paragraphs which follow it, while the wide space above the word "ARTICLE" clearly separates it from the wording of the preceding article. This kind of work should always be done with the machine set for narrow spacing and the wording belonging to the CONSTITUTION should be separated by a dash from that belonging to the BY-LAWS, as in the Exercise. Where an article is composed of Clauses, the Clause and its number should be underscored with the underscoring key. This is best done by first printing the word "Clause 1", or "Clause 2", as the case may be, and then catching hold of the thumb piece running the carriage back and striking the underscore mark until the number of the clause is included, when the rest of that line can be easily printed.

EXERCISE.

WORDS.

t f s f s t f f	t f f t s f s f	f s t t f s t t	s t s s t f s t	s s f t f s t f
abundant	attained	business	commence	duration
s f f s f s t f	f t f s t s t f	f t t t s f s f	s f t s t f s f	s t s f f t f s
entirely	familiar	happened	impostor	mortgage
f s t s f t s t	t s s t s s t f	t s t t s f t s	t s s t f s t f	f s s s s f s f
numerous	occasion	possible	question	remember
t s s t s s t s	f s t f t s t f	f t s t f s t f	t f t f s f s f	f t s s t t f
surprise	transmit	vocation	whatever	yourself

PHRASES.

Roman Catholic	Internal Revenue	State General Assembly
Breach of Contract	Chamber of Commerce	Heavenly Father
Court of Chancery	Power of Attorney	Counsel for Prisoner
Literal sense of Prophesy		It is entirely at your own option
The Prisoner at the Bar		As soon as it is possible to do so

GENERAL PRACTICE.

That portion of this Exercise occurring on next page is one to which students should give particular attention when copying, in order to obtain as near the exact appearance of the copy as possible.

C O N S T I T U T I O N A N D B Y - L A W S

--: o f :--

THE INTERNATIONAL ASSOCIATION OF PROFESSIONAL ENGRAVERS.

--o--

Adopted December 29th, 1873.

--o--

C O N S T I T U T I O N.

ARTICLE I.--NAME.

This Association shall be named and known as The International Association of Professional Engravers.

ARTICLE II.--OBJECT.

The object of this Association shall be the fraternal banding together of professional representatives of all methods of engraving; the correction of all abuses and mistakes existant towards or among the profession; the advancement of the interests of the profession everywhere; and the dissolution, if possible, of petty rivalry between professionals in different branches of the business.

ARTICLE III.--MEMBERS.

Any engraver of respectability is eligible for membership under the By-Laws hereinafter stated; and any competent amateur may be elected an honorary member of this Association.

--o--

B Y - L A W S

ARTICLE I.

Clause 1.--The name of this Association signifying an international organization, subordinate organizations throughout the world may be formed by authorized embassy from this Association, subordinate associations substituting the name of their Nation, State or Town in place of the word "International," in naming such association; but, otherwise, exactly quoting the name of this Association, and adopting the constitution of this Association.

Clause 2.--Subordinate associations shall declare the object of their association in precisely the same words stated in Article

LESSON IX.

AUTHOR'S AND LEGAL TRANSCRIPT.

In these departments of type-writing work, the labor of the operator is probably more continued than in any other, if we may except correspondence. And, as in correspondence, care should be exercised in punctuating and in the general make-up of the work, the commencing page of both author's or legal transcript receiving special attention.

Where a separate title page is needed it should not include any of the main portion of the work, and in the make-up of such separate title page, the hints on line and title centering described in last lesson will apply. A separate legal title page should contain name of court, title of suit, the judge's name, names of counsel, plaintiff and defendant, with date of trial, and if it is a criminal case, such as a murder trial, the names of the jury in full. A title containing no evidence, should also contain an index to the evidence, providing there is room on it. If not, the next page or pages should contain such index. The first page of evidence should be begun in a manner similar to that in our exercise, which page is often the only title page many cases have, unless of unusual length and importance.

Different people and the customs of different localities, of course, create and demand entirely different forms of transcription, and because it is impossible to furnish illustrations representing all the different varieties of taste, we present examples herewith that are most general. From these operators can modify or improve to suit themselves, their customers or employers.

In the author's transcript shown under the Exercise the words "CHAPTER VII" and "COCONUTS" being both printed in capital letters, we distinguish their relative importance by spacing between the letters of the main heading—"CHAPTER VII," and leaving the lesser title "COCONUTS" unspaced. The subheadings following the word "COCONUTS," have simply the first and other important words in each subheading begun with a capital letter, each subheading being further separated by a period and a dash (two hyphens). When such subheadings run over a line, the first line is always commenced with the pointer of the machine at 0 on the front scale, all the other lines of the list of subheadings being indented by commencing them with the pointer over 5, which arrangement is known to printers as a "hanging indenture."

Between the last line of subheadings and the first line of the regular headings of a chapter, the operator should skip one line, so as to clearly separate the main body of the chapter from its headings. Then, of course, as with all ordinary paragraphs, the first line of the regular paragraphs of the chapter should be commenced with the pointer over 5, the other lines being made full length.

In legal work, a little more care is necessary. A wide space should be left between the description of the action and the address; between the address and the lines devoted to the names of the Counsel; between the words "DIRECT EXAMINATION" and the name of the first witness; both before and after an objection; and accompanied by a dash between the name of the last attorney and the word "DIRECT

EXAMINATION." The dash in this case can be made with five underscoring marks, if desired. They make a better dash sometimes than the hyphens when by themselves, but used with other characters they make a mark too far under an ordinary line to be available. The underscoring mark will not do for a dash for same reason. The line below the names of the parties to the suit is made by the underscoring mark very readily, the side mark being made of colons. The way to enclose this exactly is to count the letters and spaces and punctuational marks of the longest names of the parties to the suit, add one to that number for an extra space after the name, and then place the colons of the side line at the next figure. For instance, the longest name of the parties named to the suit herein illustrated, is that of J. B. MOORE & Co., which takes 17 spaces in all counting the period, to which, adding two for an after space and colon would make 19, at which number we would write the colons, were it not for the fact that the pointer of the machine does not commence a line at 1, but at 0, which adds one space to the left hand margin of the paper, and hence causes our colons to be struck at 18, if we desire 19 spaces from the left hand of our paper. This point decided, we next centre the words CHARLES ROONY with 18, in accordance with the count, after which we strike the colon at its proper place and skip over to the name of the court. And, as we desire to commence at same number the word COURT and the first words of each of the two lines under it, we therefore first count which of those lines will occupy the greatest space on the paper, and then commence the word *COURT* far enough from the right hand margin of the paper to allow the longest of these three lines just space enough to come in the line with its last letter or punctuational mark, as the case may be, finishing the line. The name of the court being written, run to the next line and centre "vs," write another colon at its proper place and skip to the line containing the judges name; another line for the name of the defendant, a colon and the case; next line for the underscoring mark, ending with a colon; and you are ready for the Action, which, if it makes more than one line, should be printed as in the Exercise, and if consisting of less letters, should be centered. The address should be begun in the middle of the line with the indicator pointing at 33. The titles of the attorneys are begun with pointer indicating 15 on the scale, while the words "For the appellant" etc., begin at 5. The words DIRECT EXAMINATION should be made in the centre of the line; also "Objected to" and "Objection sustained."

The names of the witnesses, for convenience of reference, are begun at O, and always printed in capital letters, though it is not necessary to space between the letters as some operators do.

Should the descriptive words following the witness' name be too numerous for placement on the same line as the name of the witness, the next and other lines of the paragraph should be begun indented 5, as "lows" is indented on the line under which the name CHARLES ROONY appears, corresponding to the "hanging indenture" spoken of regarding the subheadings in author's transcript.

A MATTER OF PUNCTUATION.

Punctuational marking should only be made use of in legal work when absolutely necessary. Testimony is often required the day after it has been recorded, and must therefore be gotten as quickly as possible, especially if the session is long.

Therefore some operators do not place punctuational points after either questions or answers, nor to the abbreviations which indicate them (for instance Q and A) commencing the letter Q always with the pointer directly over 5, striking the space key once after it, and then the wording of the question itself At the

end of the question those operators simply strike the space key three times before printing the letter A indicating the answer and place one space after A to show a separation of A from the answer itself, without the use of punctuational marks. This method will be found to save much time to the operator and avoids the awkward plan of placing a question mark both before and after a question, as happens when an operator places Q before his question and a question mark after it, but as such a plan is not in general use, and is, in reality, not strictly correct, we give, in our illustration, the more accurate form.

Our list of phrases concludes in this lesson and subsequent ones with a single phrase containing all the letters of the alphabet. Do not fail to write such phrases at least a dozen times. They are good practice, even though void of meaning in construction.

EXERCISE.

WORDS.

tsftffts	ftsffssft	stffsstft	stftssstfs	stftftssf
advantage	bountiful	confident	determine	establish
fsfsfttf	fsfstsfts	sftssftff	sfttttsfs	sftfsftss
generally	hereafter	important	knowledge	multiform
fsfststff	stsftfstf	tstsffsss	fstfsfstf	fstfstsff
necessary	operation	plaintiff	yesterday	represent
tsfftfsf	fsffffsftt	sftstfstf	tfsfsfts	tfsfsfsf
situation	technical	unselfish	whereupon	whichever

PHRASES.

Human character	New Jerusalem	Absolutely necessary
Fellow Citizens	Christian character	Vegetable kingdom
President's Message	Plaintiff's machine	In relation to
Counsel for the defendant		Their heirs, executors and assigns
John Henry Quigly quickly extemporized two fine velvet jewel bags		

GENERAL PRACTICE.

The practice under this head in the present lesson will be found to be comparatively easy, if those of previous lessons were well mastered. Of no study is the remark more true than of a type-writer lesson, that previous ones well learned reduces half the difficulty of a present one.

CHARLES ROONY : COURT OF APPEAL.
vs. : Before Judge H. B. Pondler.
J. B. MOORE & CO. : Case No. 2611.

Action to set aside a verdict of Magistrate Court No. 10, on claim
for wages unpaid.

Camden, N. J., February 14, 1877.

For the Appellant appear
Messrs. Frederick Love and Arthur T. Arman.
For the Appellee appears
Hon. Marcus D. Werrill.

DIRECT EXAMINATION.

CHARLES ROONY, the appellant, being duly sworn, testified as follows:

By Mr. Love:

Q. What is your name? A. Charles Roony.
Q. Where do you reside? A. 411 Birch street, Camden, New Jersey.
Q. What is your occupation? A. Am a journeyman glass-blower.
Q. Are you the appellant in this suit? A. Sir?
Q. Are you the plaintiff in this suit? A. I--yes, sir.
Q. Have you ever worked for any glass manufacturer in this city? A. Yes, sir; for Mr. J. B. Moore & Co.
Q. What person hired you? A. Mr. J. B. Moore.
Q. The gentleman with the red beard sitting opposite to me at this table? A. Yes, sir.
Q. You were hired by Mr. J. B. Moore, of the firm of J. B. Moore & Co., glass manufacturers of this city, to blow glass for them? A. Yes, sir.
Q. What wages was that firm paying its glass-blowers at the time you were hired by Mr. Moore?

Objected to
as incompetent testimony, the witness not having qualified.
Objection sustained.

Q. What amount of pay per month were you to receive for your labor? A. I was to be paid ninety dollars a month.
Q. Did Mr. Moore tell you when he hired you that it was the custom of the firm to hold back any part of the wages of their workmen? A. No, sir.
Q. Was any of yours held back? A. Yes, sir.

CHAPTER VII.

---o---

COCOANUTS.

The Cocoanut Tree.--Its Value in the Tropics.--Varieties, Growth and Cultivation.--Gathering, Treating and Shipment.--Fresh vs. Old Nuts.--Cocoanut Oil.--The Cocoanut in Cookery.--Dessicated Cocoanut.--Statistics.--Etc., Etc., Etc.

The cocoanut tree belongs to the palm family and is a native of the Islands of the Pacific Ocean. The tree frequently attains to a height of one hundred feet and yields from seventy-five to one hundred nuts per annum. Coming before our western nations as a simple fruit, its real value to the human race is but little understood. It forms the chief means of subsistence of the uncivilized nations of the tropics, who make use of it in many ways.



LESSON X.

COMMERCIAL WORK.

As a general rule, statements of accounts in commercial houses are made upon printed headings and contain simply the dates and amounts of the items and the words "To Mdse," all of which can be readily, and generally are, done with the pen; but there are other statements more important, such as itemized statements made for evidence in court, or for other legal purposes, wherein not only the statements and their amounts, but the actual names, weights and prices of the goods purchased must be given, and in such cases the type-writer becomes an important factor in producing neat work readily. Under the head of "General Practice," is given an itemized statement of this kind which will serve the learner both as an efficient means of practice and a safe guide in executing similar work. It will be noticed by the student in looking carefully at the statement given, that the items are arranged immediately under each other all the way down the statement. The observance of this rule, as well as a similar one of putting cents under cents and dollars under dollars throughout the whole statement and treating similarly the numbers of the articles and their weights, by placing units under units, tens under tens, and hundreds under hundreds, is a matter which becomes a necessity in neat work and will always be appreciated by one's employer or patron. Neither is this a difficult matter to accomplish after it is once well understood.

TABULAR STATEMENTS.

The manner in which these are prepared is to take the longest line in your list of items, and gauge all the shorter lines by it, observing first the greatest number of spaces required for the commencing figures, (not counting fractions), and placing the item needing the smallest number of spaces far enough in from the margin of the paper to make it line with the largest, and all with each other. For instance, the largest number of figures in the first column of Itemized Statement is the "100 lbs. Roasted Rio Coffee," and as the figure 100 requires three spaces; then to properly commence the first item (3 barrels "A" sugar), we must bear in mind that the figure 3 is to line with the last 0 of the 100 above spoken of, and as the figure 1 of the 100 is made with the pointer directly over 0 on the front scale of the machine, then we would commence the figure 3 of our first item with the pointer over the figure 2 of the front scale.

Now, in looking down our list in order to know where to begin the names of packages, we find the fraction $\frac{1}{2}$, which should not be placed under any whole figures, but must be placed between the full figure and the package of the goods. This, then, will necessitate our leaving enough space between the figure 3 of our first item and the word Bbls. which follows it, so that the *first* letter of Bbls, Chest and other packages will line with each other, just as the *last* figure of the number of packages did. The treatment therefore, of figures and letters, is shown to be totally different, the last figure of a number lining with those above and below it, and the *first* letter of words.

Having started the word Bbls. aright and printed it, our next care is to hunt out the kind of package

having the greatest number of lines in it, which package proves in our illustration to be either Chest or Kitts, to which we add 1 for an after space for neatness sake, and commence "A" sugar, sufficiently far from Bbls that the first letters of the names of the articles may line with each other just as the first letters of the abbreviations, Yel. Gran, etc., line immediately under each other. Neatness requires this, so far in our list of items, but not again, until we come to the colon preceding net weights, which in type-writing stands for a mark of equality. As such mark, the colons should occur directly under each other throughout the list, and similarly with units, tens and hundreds of all following figures; fractions being under fractions, cents under cents and dollars under dollars. Fractions must be separated by one space from the other figures to which they belong, and abbreviations of weights or measures, such as lbs. should also be separated from their figures or other words. For the mark of subtraction two hyphens are used, there being no dash mark on the key-board of the type-writer. Fractions also being absent from the key-board, they are best made by placing a hyphen between the figures, as with the 1-2 Chest of tea, and the fractions 7-8 and 1-4 cents indicated in the price of the sugar in our statement. The line separating the different amounts from their total is made by the underscore mark, and in this same manner the line separating the items from the heading of a statement is made. When a double line is required, as at the conclusion of our illustration, both the underscore mark and the hyphens are used. The word *Bought* in the heading should be indented 5 from the left-hand margin, and when the name which follows *Bought of* is not lengthy enough to nearly fill the line, single spaces can be placed between the letters of the name, as has been done in the case of ALLEN, FIELD & POTTS. When the letters of words have a space between each in this manner; the operator should be sure to place 3 spaces between each word in order to clearly separate the words, 2 spaces not being sufficient. In this statement the name of the firm who renders the bill should always be in capitals, as shown in the exercise, and also the wording ITEMIZED STATEMENT, or whatever heading is used. Should students desire to exercise their skill in ornamentation, they may surround the heading with fancy ruling as has been done in the exercise. In our illustration the first line is made of periods, commenced with the indicator above 21, ending the last stroke with the indicator pointing at 45. This statement is to be made with the space guage set for narrow spacing between lines, so that each line be as near together as possible. The periods written, run the paper up one line, place the pointer at 20 and print a colon; then slide along to 46 and another colon. Run up another line, and with the indicator at 16, strike a hyphen, after it a colon, then a small letter o, then the first sign of parenthesis; skip to 24 and commence to print the wording ITEMIZED STATEMENT followed by a period; skip to 47 and strike the second sign of parenthesis, followed by a small letter o, colon and hyphen. For the next line repeat as with second line in the border, after which make the base of the border in the same manner as the top is made. Of course the dimensions might be different with a different wording within the border, and the student's own ideas can suggest many more and probably prettier designs for borders. The address and date of a statement should commence at 33 as with regular correspondence, the line containing the name of the party to whom the goods were sold commencing with the indicator pointing at 0, and his address being indented 10 spaces, unless the wording should be such as to make another measurement of better effect.

In regard to the width between lines, the address of the buyer and his name should be as close together as possible; as also should the names and weights of an article, while each separate article and the other lines in the heading should be separated by skipping a line, as in exercise.

In explanation of the manner in which the letter c may be written above the regular line of writing, as it occurs between the capital letters M and B in the name MCBallenger, it is necessary to state that after striking the capital M, operators simply turn the roller a trifle toward them with the left hand, before striking the C key, releasing it before striking the capital B. Care must be taken in turning the roller not to turn it far enough to have it slip a notch ahead, and thus put the entire line of writing out of alignment. The same principle can be applied to form a section mark by printing a small letter s and then a capital letter S over it, pushing the roller from you slightly before striking the capital.

EXERCISE.

WORDS.

tttsftffst appliances	stfftftstff convenient	stfstsfsff concerning	ssffsfftff difficulty	ssffsfsffs difference
stfstattstf expression	sfsssfssftt individual	sftstattffss impossible	sftfsfsfts instructed	ttssfftfts lamentable
sttstffstf opposition	sttfstattstf oppression	ttsfsfftff particular	tssfsftfts profitable	tssfsfsff proceeding
tsfstfssff punishment	tsttfstf separation	tsftstssff subsequent	fsstftfstf temptation	ffsttfstfs violations

PHRASES.

In the experience	According to law	Prosecuting Attorney
Democratic principles	Republican primaries	Providence of God
Demurrer overruled	Board of Inspectors	Universal happiness
Principles of the common law		In the discretion of the Court
Wurtemburg's exchequer was jeopardized by labyrinths of vile keno.		

GENERAL PRACTICE.

The Itemized Statement herewith given should be practised by the learner until it can be executed correctly. Many attempts may be necessary to satisfactorily accomplish this end, but once correctly copied, information will be gained well worth the time consumed.

.....
 :
 -:o(ITEMIZED STATEMENT.)o:-
 :

Philadelphia, March 1st, 1881.

Messrs. McBallinger & Co.,
 412 Broadway, Pottstown, Pa.

Bought of A L L E N, F I E L D & P O T T S.

3	Bbls "A" Sugar,	312 --21 293 --18 302 --20 <u>907 --59</u>	: 848 lbs nt a	8 7-8c.	\$ 75.26
9	" Yel "	293 --18 311 --20 301 --20 302 --19 276 --17 263 --18 291 --19 293 --20 280 --19 <u>2610 --170</u>	: 2440 "	8 1-4c.	201.30
1	" Gran. "	317 --24 : 293 "	" "	9 "	26.37
1-2	Chest Amer. S. S. Imp. Tea,	54 "	" "	.65 "	35.10
1	Cask Fr. Prunes	87 --12 : 75 "	" "	.12 "	9.00
5	Kitts A No. 1 Shore Mackerel		"	\$1.50	7.50
25	lbs S. C. Rice		"	7 "	1.75
100	" Roasted Rio Coffee		"	.20 "	20.00
1	Bag Green "	147 "	"	.12 "	17.64
		2 Bags "	"	.10 "	.20
		1 Cask "			.25
		Drayage			2.00
O. K.	E. & O. E.				\$396.37

LESSON XI.

ORNAMENTAL WORK.

Previous lessons have sufficiently explained the manner in which words are centred in a line, to make such and similar information superfluous here. And it is, at the same time, very probable that enough knowledge is possessed by the student to correctly copy the specimens of type-writing occurring under the head of this lesson's General Practice without any particular further information than previous lessons have given; yet, for the purpose of making the explanatory part of these lessons as concise as possible, the author has thought it advisable to describe at least the proper spacing of the General Practice of this lesson (especially as it may seem, at first sight, more difficult than it really is), and to let the explanation of this be the guide to the accomplishment of the General Practice of the next and last lesson.

CROSS AND BANNER DESIGNS.

The banner design is a copy of a specimen of type writing once used in the author's show-case fronting his business offices. The cross design is a sample of work done for a customer, though with changed wording.

Of the cross design, the first line begins with the indicator pointing to 25, and ends with 41; line three, make top of little cross at 33; line four, left arm of little cross begins at 31; line eight, (POST 5) begins at 28; line ten (G. A. R.), at 30; first part of line twelve, 8 to 25 inclusive; the dash on same line, at 32; balance of line, 41 to 58; line fourteen (COMMEMORATIVE), commences at 13; line sixteen (in honor of), at 28; line eighteen (OUR, etc.), at 19; line twenty, same as twelve; line twenty-two (Fifth), commences at 29; line twenty-four (BAPTIST), at 26; line twenty-six (Albany), at 27; line twenty-eight, dash, like line twenty; line thirty (Thursday), at 29; line thirty-two (May), at 28; line thirty-four, top of second little cross, is made at 33; line thirty-five, arm of little cross, begins at 31; line thirty-nine, base of big cross, begins at 23; base of little cross, at 31; and top base of big cross, line thirty-nine, ends at 43; line forty begins at 21, 29 and 43, ending at 23, 37 and 45; line forty-one, strike 19, 20, 21, 45, 46 and 47; last line (forty-two), strike exclamation points from 19 to 47 inclusive.

The banner design of our Exercise occupies forty-five lines of a sheet of paper. The cross design, forty-two lines. These lines, for convenience sake, have been numbered in our illustration, indicating to the operator where such line must be commenced and ended to centre the whole.

The first line of the banner must be commenced with the pointer above 7, on the front scale, the last touch being made with the indicator pointing to 59; the word LETTERS, commencing with the indicator over 30; the first hyphen, preceding PAMPHLETS, at 26; LEGAL DOCUMENTS, at 19; Authors and Editors runs from 23 to 43; line twenty-four, writing machines, 24 to 42; the dash, line

twenty-six, begins at 31; line twenty-eight, PLAINER begins at 23; line thirty, NEATER runs from 17 to 49; line thirty-four, Step, etc., begins at 22; line thirty-eight, containing exclamation points, ends at 29 near the centre, and begins again at 37; line thirty-nine stops at 25 and begins again at 41; line forty, same at 21 and 45; line forty-one, at 17 and 49; line forty-two, at 14 and 52; the three concluding lines need no explanation. Lines two, three, four, six, eight, ten, twelve, fourteen, sixteen, eighteen, twenty-five, twenty-seven, twenty-nine, thirty-one, thirty-three, thirty-five and thirty-six, consist simply of two hyphens, one struck with the pointer above 11, and the other with the pointer above 55. Watch carefully the spacing occurring between the lines, as that is what enables words of a line to end symmetrically. For instance, three spaces occur between the words "writing machines," on line twenty-four, and two spaces between most words of the diagram. This variance in spacing between words will be more particularly noticed in the decanter design of next lesson, and must be followed implicitly wherever occurring, if symmetrical work is desired.

EXERCISE.

WORDS:

tsstfssfft	tsstfstfst	stsfsftfst	fstfsstfst
accordingly	association	combination	description
sttsfssffsf	fstffsftfsf	sftfsftfst	sfftsstfst
experienced	exaggerated	imagination	information
tsfsttftsf	fstfssstftf	sttssfsfsff	tfstfsftff
legislation	misdemeanor	opportunity	preliminary
tftsfsssttf	fssssfftffs	tsffsttssff	fstfsttftsf
practically	remembrance	singularity	translation

PHRASES:

Forgiven sins	Substantial identity	Indefinitely postponed
Lower extremities	Documentary evidence	Examination-in-chief
Fundamental law	Universal unhappiness	Unblemished character
Empanelment of the jury	In the popular acceptation of the term	
Sauerkraut bicycle bronchitis kaleidoscoped Jeff Quigley's vampire		

GENERAL PRACTICE.

The numerals at the right-hand of the banner and cross designs shown on following pages are not intended to be copied by the pupil. Those figures are merely employed by the author for convenience in describing the construction of these designs.

1
2
3
4
5
6
7
8 P O S T 5,
9
10 G. A. R.
11
12 -:-
13
14 C O M M E M O R A T I V E A D D R E S S
15
16 in honor of
17
18 O U R H E R O I C D E A D.
19
20 -o-
21
22 Fifth St.
23
24 BAPTIST CHURCH,
25
26 Albany, N. Y.
27
28 -o-
29
30 Thursday,
31
32 May 30, 1881.
33
34
35
36
37
38
39
40
41
42

1 -0:::::::::::0-
2 :
3 :
4 :
5 : LETTERS,
6 :
7 : -: PAMPHLETS, :-
8 :
9 : LEGAL DOCUMENTS,
10 :
11 : Authors' and Editors'
12 :
13 : MSS.,
14 :
15 : NOTICES OF ALL KINDS,
16 :
17 : and all other
18 :
19 : Documents of which but a few copies are :
20 : desired will be copied neatly by us :
21 : at short notice, at very rea- :
22 : sonable prices, by means of :
23 : latest improved type- :
24 : writing machines.
25 :
26 : ---:
27 :
28 : PLAINER THAN WRITING;
29 :
30 : NEATER AND QUICKER THAN WRITING ;
31 :
32 : ---:
33 :
34 : Step Inside For Prices.
35 :
36 :
37 : !!!!!!!
38 : !!!!!!!
39 : !!!!!!!
40 : !!!!!!!
41 : !!!!!
42 : !!!
43 : !!
44 : 0 0
45 : :

LESSON XII.

CONCLUDING EXERCISES.

The words, phrases and other illustrations of the Exercise to this concluding lesson are of a character which, with those of preceding ones, will furnish the operator with all classes of work for which the type-writer is available. If the lessons have all been well learned, the exercises practiced as frequently as directed (accurate fingering being aimed at), an ordinary amount of speed has also been gained, which can be increased still further by reviewing the word and phrase practice of the lessons and the daily copying of some newspaper or scientific article containing difficult or infrequently occurring words. Actual work is, of course, preferable to any other practice, to gain speed at this stage; but no day should be permitted to pass, if possible, without practice of some kind. To do nothing with the pen that can be done on the type-writer, is a good rule to follow, if it is only half a dozen lines you desire to write.

Take as much care of your instrument as you would of the most delicate and valuable piece of mechanism, as indeed it is.

Never fail to dust and carefully wipe every portion of it daily, before using.

Let it be your pride to keep your machine as bright and shining as a new gold dollar. It will repay you for all your care by excellency of work and the length of time it will last you, and the saving in repairs. While the reverse will happen to any machine that is neglected.

Always keep machine covered when not in use, and observe all the other directions laid down in the manufacturer's book of directions.

THE BOTTLE AND BLOCK DESIGNS.

Passing from general advice to particular explanation of the latter portion of the Exercise to this lesson, we presume previous exercises have taught learners sufficient to enable them to accomplish the decanter and block-letter designs of our Exercise without particular explanation of them, so that with a brief statement of the figures at which some of the lines commence and finish the author will relinquish this, to him, pleasant task of instruction.

The decanter design is copied from a type arrangement to be found in "John Plowman's Almanac" for 1883, called therein "The Song of the Decanter."

The first line of the decanter design begins with the pointer over 31, and ends at 35; line two, 28 to 38; three, 29 to 37; four, 32 to 34; five, same; six, 25 to 41; seven, 26 to 40; eight, same; nine, 27 to 39; lines ten to nineteen inclusive, the same; line twenty, 24 to 42; twenty-one, 21 to 45; twenty-two, 19 to 47; twenty-three, 17 to 49; twenty-four, 16 to 50; twenty-five, 15 to 51; twenty-six, 14 to 52; twenty-seven, 13 to 53; lines twenty-eight to thirty-four inclusive, the same; line thirty-five, 14 to 52; thirty-six, same; thirty-seven, 15 to 51; thirty-eight, the same; thirty-nine, 16 to 50;

forty, same; forty-one, 17 to 49; forty-two, same; forty-three, 18 to 48; forty-four, same; forty-five, 19 to 47; forty-six, same; forty-seven, 20 to 46; lines forty-eight and forty-nine, the same, excepting that the quotation mark is best ended at 47.

More width is required in the block-letter design "Practice Brings Rapidity" than in the decanter. The sixth line forms the top of the letters of the word PRACTICE. On that line P commences at 6; R at 13; A at 22; C at 29; T at 35; I at 43; second C at 48, and E at 54. Line sixteen commences the top of the word BRINGS. On that line the spaces to be skipped—to form the white letters—are: for the letter B-4, 5, 6, 7, 8, 9 and 10; R-15, 16, 17, 18, 19, 20 and 21; I-26, 27 and 28; N-32, 33, 37 and 38; G-43, 44, 45, 46, 47 and 48; S-54, 55, 56, 57, and 58. Line twenty-eight forms the top portion of the word RAPIDITY. On that line the letter R commences at 5; A at 14; P at 21; I at 28; D at 32; second I at 40; T at 44, and Y at 52. From the figures given for the top portion of these words the operator can readily determine the figures on which the other portions of the block letters are built.

EXERCISE.

WORDS:

tsftfftfstst advantageous	stftfsffffstf constitution	fssffstftffs circumstance	sstfssfsftfs discriminate
fsfssffsftfs hereinbefore	sfsstsssfstf jurisdiction	tsdffstffstt providential	fsfstsffstf recollection
stfssftsfstsf satisfactory	fstftssfftsf testamentary	stftftstfssff establishment	fsfsfftftssstt gubernatorial
ftssffsstfstf glorification	sfstftsststfs inconsiderate	tfstsfstftfts objectionable	ttfsftssfftsf parliamentary

PHRASES:

Fellow Citizens	Circumstantial proof	Legislative proceedings
Justification by faith	From a consideration of the circumstances	
Commissioner of Patents	In the odd construction of some sentences	
Quixotic jam and Belgravia zephyrs were Frederick's supreme delight		

GENERAL PRACTICE.

This last General Practice, if the student so desires, can be made the basis for various diagrams of beauty and excellence in accordance with her or his ingenuity and perseverance. Such diagrams are not absolutely necessary for ordinary work; but, where a premium is placed upon the character of special kinds of transcription, title pages of more or less ornamentation will sometimes pay the operator well for the little trouble they cause in the making.

1 There
2 was an old
3 decanter,
4 and
5 its
6 mouth was gaping
7 wide; the rosy
8 wine had ebbed
9 away and left
10 its crystal
11 side; and the
12 wind w e n t
13 h u m m i n g
14 humming. Up
15 and down, the
16 wind it blew,
17 and through
18 the reed-like
19 hollow neck
20 the wildest note it
21 threw. I placed it in the
22 window, where the blast was
23 blowing free, and fancied that
24 its pale mouth sang the queerest
25 strains to me: "They tell me puny
26 conquerors! the Plague has slain his
27 ten, and war his hundred thousands of the
28 very best of men; but I," 'twas thus the
29 Bottle spake, "but I have conquered more
30 than all your famous warriors, so feared
31 and famed of yore. Then come ye youths
32 and maidens, come drink from out my cup
33 the beverage that dulls the brain and
34 burns the spirits up, that puts to shame
35 your conquerors that slay their score
36 below; for this has deluged millions
37 with the lava tide of woe. Tho' in
38 the path of battles darkest streams
39 of blood may roll, yet while I
40 killed the body, I have damned
41 the very soul. The Cholera, the
42 Plague, the Sword, such ruin
43 never wrought, as I, in mirth
44 or malice, on the innocent have
45 brought. And still I breathe
46 upon them, and they shrink
47 before my breath, and year
48 by year my thousands tread
49 the dusty way of death!"

HAVEN'S Complete Manual of Type Writing.

PART II.

CHAPTER I.

TYPE-WRITER PRACTICE.

Presupposing that the student has mastered all the lessons in Part I of this book; has as carefully observed, throughout the exercises, the fingering therein marked; and has persevered with each style of work under General Practice until those different styles were executed without an error: the student is therefore prepared to gain speed in manipulation, and, that such speed may be gained without sacrifice of accuracy, it is important that special attention be bestowed upon the constituents of speed—viz., even fingering; the formation of the habit of carrying in the memory as many words as possible while copying; and, what is equally important, an entire abnegation from all surrounding noises or circumstances not connected with the work in hand.

EVEN VERSUS UNEVEN FINGERING.

Speed on the type-writer can never be realized where the student does not cultivate evenness of touch; that is, striking each consecutive key no faster nor no slower than any of its predecessors. A quick, jerky movement of the fingers will never result in the attainment of much speed nor good work, while, if the operator early cultivates the habit of striking no key any faster than its predecessor, or successor, he or she will soon find that speed will follow as a matter of course, and, though it may at first be more delayed in the coming than by the nervous way, yet it will prove of more advantage by staying and continuing to increase far above any speed possessed under nervous, irregular fingering. An easy, regular movement of the fingers is to be desired. Regularity means increased speed and the highest speed; while irregular, nervous fingering will not only end in unsatisfactory work, but, after once becoming habitual, it will be found impossible or at least very difficult to overcome.

THE CULTIVATION OF THE MEMORY.

One of the most important adjuncts to rapid and correct copying on the type-writer is that which the mind takes in carrying a number of words in the memory while copying, at least as many words as occur

between any two punctuation marks, providing such punctuation marks are not farther apart than a line of type-writing work. Of course, every copyist should have some sort of a marker to indicate what line is being copied, and among the many devices, probably a heavy ruler laid upon work resting upon the table, is about as good as any other plan, the operator keeping the rule just under the line being copied, so that he may see the words that precede it and thus have a right understanding of the sentences. But with any sort of device, very little rapid progress can be made if the operator does not endeavor to carry as many words as possible in his or her memory when copying. The frequent looking upon the manuscript that is being copied not only takes time of itself and breaks the evenness of the touch of the operator, but also does not give the copyist a proper knowledge of the work in hand, and thus causes not only mistakes in spelling but many mistakes of omission and commission. The type-writer operator, who, while copying, carries in his memory all the words occurring between any two punctuation marks, or at least sufficient to make a line of writing on his machine, will do more work and better work than the operator who is continually referring to his manuscript or short-hand notes.

CLOSE ATTENTION TO WORK.

The author has the pleasure of knowing many good type-writer operators, but among them all there is one lady who excels in correct transcription all the others. The lady in question has done some of the most difficult kinds of copying where the manuscript was extremely poor and almost illegible; where the pen interlineations of the writer were numerous and the style of the work varied; and yet the author never knew her in any class of work to make an error in her copy. The reason for this was simply because when that young lady sat at the type-writer and commenced work, she knew nothing else but that work. She had trained herself to hear nothing that was going on around her; to pay attention to no other object, but simply the accomplishment of the purpose for which she sat down at the machine. Were a question addressed to her by her fellow clerks or even by her employer she was utterly oblivious of the fact that she was addressed, her employer being obliged to touch her to call her attention to any communication that he may have had to make. The training of herself to this abnegation from all surrounding circumstances or noises except the work in hand, produced the perfect results. Her example is worth following by every type-writer operator who desires to be famous for accuracy and general good work.

TABULARY WORK.

Tabulary or column work is probably the most difficult kind of execution on the type-writer, though when one becomes used to it, it is sometimes done with considerable speed. There are two kinds of this work—that relating to words and phrases, and that containing figures—the latter being the most difficult from the fact that each amount in the same column must line with each other at the *right* hand edge, thus necessitating, with every motion of the machine, a constant calculation, before writing any amount, in order to make the last figure of that amount directly under the last figure of the amount above. This difficulty does not occur in columns of words or phrases, because it is simply the *first* letter of each word or phrase which is to line,—that is, the left hand edge,—and hence, knowing where the first word in any column commences, it is easy to remember where to commence all the rest of the words in that column.

The first step to be taken in any kind of tabular work is to ascertain how many lines you desire or can have throughout the work ; then, how many columns you can make across the page ; which fact, once ascertained, it is only necessary, for reference, to write upon a slip of paper the scale figures where each word of the columns are to commence, if words or phrases are to be tabulated ; or each column to end, in the case of figure work ; and then, by watching the paper upon which you have written these figures, as your work progresses you will be able to line them without much difficulty, and with still less as you become accustomed to this kind of work.

An arrangement that will greatly aid the operator in deciding quickly where long words, phrases or figures should begin, in any kind of work, is to loosen the right hand screw of the space gauge in front of the machine sufficiently to slip behind it a piece of paper marked

1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 39 41 43 45 47 49 51 53 55 57 59 61 63 65

Those figures should be written close enough together, so that when the sheet of paper on which they are written is placed back of the gauge they will appear immediately above the figures of the scale from 0 to 33, as in the following diagram:

The manner of using the above scale is simple enough. The figures above the scale represent the number of spaces occupied by the line to be centered. For instance, suppose we desired to centre the word RIVAL. By counting, we find that word contains five letters and would therefore occupy five spaces. So, to centre the word, we simply begin that word with the pointer above the figure 5 written upon the *paper* above the scale of the machine. If we desired to centre a line of forty-one letters, figures or spaces, place the pointer at 41 on the paper above the scale; if the line had sixty-three letters, then the pointer must point above that number—63,—etc., etc., etc.

Whatever the number of letters or spaces the line to be centered should occupy, always find that number on the *paper* above the scale and begin with the pointer over it.



CHAPTER II.

MANIFOLDING.

Duplicate copies can be obtained on the type writer to the number of six or more at a time, providing very thin paper, prepared especially for the purpose, is used. The proper way is to place a sheet of thin writing paper on your "backing sheet" just as you would for ordinary work, then place above it a sheet of carbon paper, which, if carbonized on one side only, should be laid carbon side down; then above that place another thin sheet of writing paper, and over that another sheet of carbon paper, as before, repeating until the required number of sheets of writing paper have been used. If it is the intention of the operator to make use of the ribbon of the machine when copying, no carbon need be placed above the last sheet of writing paper; but, for those who prefer—when many copies are to be made—not using the ribbon at all, the last sheet of paper should be covered with a sheet of carbon; and, to protect the carbon from being punctured, a thin piece of tissue paper, as large as the regular sheet, should be laid above that, when the paper will be found ready for the machine. Place it in as you would any other work, simply operating a little harder than necessary for single copies. The manner of making duplicates without using the ribbon has the advantage sometimes of making better copies, when quite a number of duplicates are being made at one time; but it has the disadvantage of presenting no opportunity for the operator to see what is being written. When copying without the ribbon, the greatest attention must be given to the work, or errors will be sure to creep in without notice.

The best carbon paper to use is that carbonized on one side only, as it does not smear the paper, while that carbonized on both sides is bound to smear the reverse side of whatever sheet it is near.

TO MAKE MARKS NOT ON THE KEY-BOARD.

There are several important punctuational marks and other marks of abbreviation used in commercial writing, which are absent from the key-board of type writing machines, and the need for which is so greatly felt that the author will endeavor to indicate them with the help of the material at hand.

THE DASH.—This is very readily made by the use of two hyphens, though there are many type-writer operators who do not seem to understand the uses of a dash and who will persist in using a single hyphen, while learners sometimes mistakenly use the underscore mark represented upon the fifth key from the left of the same row. Neither of these should be used, the dash being always indicated by striking the hyphen key twice, two hyphens on the type writer making the most complete dash.

BRACKETS.—The marks of parenthesis are supposed to be used for brackets, but they make very poor ones, for occasions arise when brackets are actually needed, and where marks of parenthesis will

not answer. In such cases the best plan is to make use of the capital letter I, and, if more exact appearance is desirable to afterward with the eraser, scratch the edges so as to make those letters perfect brackets.

ACUTE ACCENT.—The acute accent can be made over small letters by running the carriage back after the letter is written and striking the apostrophe.

LONG ACCENT.—Strike a hyphen higher than usual as the small letter is written out of place in Lesson X.

THE DIÆRESIS—Can be represented by writing the first quotation mark above the letter qualified in the manner described for the acute accent.

LEADER ELLIPSIS—Can be made by the use of periods without spaces. The dash ellipsis by three or four hyphens without spaces.

A SECTION MARK—Can be made by striking a capital S below the line, and the small s above the line, as explained in Lesson X., describing the small c in MC.

POUNDS STERLING—Can be indicated by first writing a capital letter L, then returning the carriage to the same mark, shifting the cylinder as explained in Lesson X., and striking the hyphen through the L as high up as possible.

SUNDRY SUGGESTIONS.

When operating a type writing machine be careful to hold the hands in the position used in piano playing, striking the keys with a sharp, quick motion, lifting the fingers immediately, and especially avoiding any speed effort which may impair the neatness or accuracy of the work. Try to cultivate, from the beginning, the habit of striking the period, the comma, colon, semicolon and other punctuation marks with less force than the regular letters, so that they will not puncture the paper.

By all means cultivate the habit of doing correct work by making it obligatory, when writing, to immediately change any error you have made, but particularly to avoid errors by concentrating your attention upon the work in hand and not allowing yourself to think of anything else or hear any other noise about you. Good copyists are deaf to outside noises and know nothing but the work in hand, when at the writer. It is impossible to do two things at once correctly, when one thing happens to be type-writer work, the peculiarity of the machine rendering it obligatory on the part of the operator to give the work her or his entire attention.

When an operator desires to write upon a certain line of ruled paper, or desires, after the sheet has been withdrawn from the machine, to insert a correction or omission, and desires to make such insertion line exactly with other words of a line already written, the plan to pursue, in order to accomplish such object, is to place the paper in the machine and adjust it so that the line already written or marked rests exactly upon the inner scale of the machine, then run the cylinder up two lines if it is set for narrow spacing, or one line, if the machine is set for wide spacing, and by looking at the inner scale to ascertain above what figure you desire the word or letter to be written, and adjusting the pointer accordingly, the insertion may be correctly lined and placed. This is the general direction for the No. 2 Remington machine, but all machines slightly vary in the adjustment of their

component parts and it is best to experiment on a piece of work of no account until you are familiar with your particular machine before attempting it upon important work.

When directing envelopes on the machine, much better printing can be attained if the flap is opened before placement in the machine.

When one rubber band gives way never replace it with a new one without taking off the other and substituting a new one in its place also. A new rubber and an old one will never work together satisfactorily.

When purchasing a machine always see that the carriage and key tensions are adjusted as light as possible. You will thus secure quicker execution and the least possible wear on some of the most important portions of the working mechanism.

Above all things, never commit the error of supposing that a re-inked ribbon is even half as good as a new one which costs twice as much. Second-hand ribbons of any kind are always so worn that they cannot produce perfect letters, and are, besides, very wearing on the types, filling them up with the fuzz which *will* wear off them, besides bowing and refusing at times to print altogether. The author has given them the fairest of trials and always with the above results.

In purchasing ribbons, be sure that you procure none coarser than the one furnished with the machine at the time of purchase. There are many kinds in the market at various prices. Avoid the coarse ones and purchase only the finest, no matter how much difference in price there may be. Fine work can only be obtained by the use of the finest ribbons.

The good appearance of all kinds of type-writer work depends greatly upon the careful following of the rules laid down in the lessons of Part I of this book, especially in regard to paragraphing, spacing and other little details.

About once a week it should be the duty of the operator to examine the metal types of her or his machine, pick out all accumulations of dust or dirt around or inside of the letters with the point of a pin and afterwards brush the type well with a fine tooth brush dipped in pure benzine. This treatment will preserve a clear print of the types.

In cleaning the moving mechanism of the machine (which should be done whenever you sit down to the instrument) be especially careful to wipe the rod well on which the carriage travels, keeping it as free from dust as possible.

Oil the machine very seldom. When necessary, use as little as possible, and only the very best oil the market affords—porpoise oil, if obtainable. And always wipe the oil from the visible portion of the mechanism immediately before using the instrument.

Experience will tell you best when to oil and what parts to oil, but, generally speaking, it is when the type bar sticks and refuses to work freely, and when the dog gets dry and grinds upon the rack. In the former case, a very small drop of oil touched upon the bearing where the type bar is pivoted will free it, and, in the latter case, moistening the finger with oil and drawing it along the bottom of the teeth of the rack will generally suffice.

CHAPTER III.

THE ART OF ORTHOGRAPHY.

Correct spelling is an art which seems to be almost second nature to some persons, and paramount to an impossibility to some others, though there are none who may not acquire perfection if proper attention be given to the simple words of our language; for, strange to say, it is the simple words that are most frequently misspelled, difficult words being more easily remembered when once seen, because of their infrequency of occurrence. Words which one has never seen spelled are, of course, those for which a dictionary is kept at hand; are, therefore, the ones which one is not expected to know how to spell; and, hence, an inquiry of some one else, when the dictionary is not handy, would not be considered an evidence of orthographic ignorance in those instances. But, better than any assistance from others is a good pocket dictionary for infrequently occurring words. One should always be carried by persons doubtful of their spelling, though, for the commoner words of our language, and their derivatives, it would be well for the reader to memorize the following few

EASY RULES FOR SPELLING.

The letters *f*, *l*, or *s*, are generally doubled when they conclude a word of one syllable preceeded by a single vowel; as, for instance: *pass*, *will*, *bluff*, etc. The exceptions to this rule are: *as*, *is*, *us*, *if*, *of*, *has*, *his*, *pus*, *was*, *yes*, *clef*, *this*, *thus*.

When words of one syllable do not terminate with *f*, *l*, or *s*, preceded by a single vowel, the final consonant is generally not doubled; for instance, *pin*, *cot*, etc. The exceptions are: *add*, *ebb*, *egg*, *err*, *inn*, *odd*, *burr*, *butt*, *buzz*, *fizz*, *fuzz*.

Words ending with a single *e*, preceded by a single consonant, generally drop the *e* on taking an additional syllable beginning with a vowel; as, *love*, *loving*; *have*, *having*. Exceptional instances are in the words *singe*, *swing*, and *tinge*, which words retain the *e* when followed by *ing*; as *tinge*, *tingeing*, etc. The final *e* is also retained in words ending with *ce* or *ge* upon taking, as an additional syllable, either the suffix *able* or *ous*; as, *excuse*, *excuseable*; *outrage*, *outrageous*.

Verbs ending in double *ee* or *oe* retain both final vowels before an additional syllable beginning with a vowel; as, *free*, *freeing*; *toe*, *toeing*. A word of one syllable terminating with a single consonant preceeded by a single vowel, doubles the final consonant upon taking an additional syllable beginning with a vowel; as, *gun*, *gunner*; *run*, *running*. Words of more than one syllable, having an accented final syllable, composed of same proportions as the words of one syllable above described, would be similarly treated. Exceptional instances are where the final consonant is either *x*, *z*, or *k*, (which are never doubled) and in cases where the derivative word does not retain the accent on the same syllable as the root word, in which case the final consonant of the root word is not doubled; as, *prefer*, *preference*.

Y, as a final letter of a root word, preceded by a consonant, is changed into *i* upon taking an additional

syllable beginning with any other vowel but *i*; as, *glory*, *glorious*. The same rule holds good as a general principle even when the additional syllable begins with a consonant, excepting a few words like *shy* and *dry*, which are written: *shyly*, *dryly*, etc.

Words ending with a double consonant, remain unchanged upon taking an additional syllable, unless the additional syllable begins with the same letter; thus, *spill*, *spilling*.

When the letters *e* and *i* immediately follow the consonant *c* in a word, the *e* is generally used first; as, *receive*. After other consonants, the *i* precedes *e*; as, *believe*. To remember this rule, bear in mind the fact that after *c* the next two letters, if *e* and *i*, follow in the same order as in the alphabet, and after other letters the reverse.



CHAPTER IV.

CAPITAL LETTERS.

In the English language, less capitals are employed than in some other written languages, particularly German. In the latter language, every noun is capitalized. In ours, only the proper nouns are so indicated.

The following rules will give the student accurate ideas regarding

WHEN TO USE THEM.

The first word of every sentence must begin with a capital letter; as, *The ship moves.*

The names of persons, places, nations, rivers, mountains, oceans, etc., etc.; as, *John Beal, Philadelphia, Spain, Delaware River, Rocky Mountains, Pacific Ocean, Behring Strait, etc.*

The names of sects or denominations, political parties, associations, fraternities, and the name *church* when coupled with a particular denomination; as, *Presbyterians, Republicans, Young Men's Christian Association, Methodist Episcopal Church.*

Every important word in the titles of books; as, *Quackenbos' Rhetoric, The Story of Alexander the Great, etc., etc.*

Names of the days of the week and months of the year, all holidays, titles of respect or honor, and words of relationship or endearment; as, *Tuesday, March, Christmas, Mr.; Dr.; His Excellency, Brother Samuel, My Dear Friend, etc., etc.*

Personified words or names of the Deity; as, *Eternity, Almighty Father.*

The personal pronoun *I* and the interjection *O* are always capitals.

The first word of every line of poetry should begin with a capital. So should all full quotations; as, *His answer was simply "Do your worst."* If the *exact* words of the speaker are not given, no capitalization is required on the quoted portion; as, *He told them to do their worst.*

All abbreviations used in place of words to which capitals belong, should begin with a capital; as, *Jno., Conn., Vol., Chap.* The abbreviation *p.* for page and *sec.* for sections, are, however, only capitalized when they begin sentences.

The word *That*, following the word *Resolved*, in resolutions, should begin with a capital.

The Roman numerals are always represented by capitals; as, *V, XI, etc.*

Each line of the address upon an envelope or beginning a letter; also, the first word following the secondary address of *Dear Sir, etc.*, as well as the closing words *Very Respectfully, etc.*, immediately preceding the signature, require capitals.

CHAPTER V.

THE PHILOSOPHY OF PUNCTUATION.

The main difficulty in acquiring the ability to punctuate properly, lies not so much in a lack of knowledge of the rules of punctuation as they are set forth in our grammars, treatises on rhetoric and similar works, as a proper conception of the purposes for which punctuation is used, and which led to its invention.

Among the acquaintances of the author, are learned men who, while knowing by rote every rule of punctuation, are, notwithstanding this fact, less apt in applying those rules than many boys of fifteen or sixteen years of age whose business experience was gained where proper punctuation is particularly insisted upon and best understood,—the newspaper office.

Punctuation was first used by the early printers and was of the most crude form, consisting simply of a long dash line similar to our dash of to-day, but which divided, without regard to rule, the different portions of both complete and incomplete sentences.

In the time when hieroglyphic writing prevailed, and even since then, up to the time when the only copies of our sacred Bible then extant were made by monks of sacred orders, the rule was to place a dot,—the period of the present day,—after each word.

The growth of the printer's art, however, led to the invention and use of other marks in addition to the period and the dash, thus giving greater clearness to printed compositions, besides aiding the writer or the printer in the proper reproduction of the meaning of the speaker or writer. But, as the object of this introduction is not so much to furnish a history of punctuation, as to describe the proper use of it, it is not necessary to go into a detailed account of how the signs were multiplied or by whom they were first used or invented. Suffice it to say, that, at the present day, our method of punctuation is so complete that there is no necessity for misconstruing the meaning of any printed sentence, wherein punctuational marks are correctly inserted. The dictionaries at the back of their editions, all grammars, and some spelling books as well, generally contain a treatise upon this useful adjunct to the "art preservative of arts," but none of them give the student the true key-note to the art itself, as they do not explain the full import of it, often leaving upon young minds rather the impression that punctuation is more an ornamental than a useful addition to literature, requiring special abilities to learn or use. This is an error of judgment which needs correction, for punctuation may be readily learned and applied, if the student is only first made acquainted with its mission.

THE TRUE MISSION OF PUNCTUATION

is to render printed words so intelligible that the meaning of the writer—or speaker, if it is a report that is

printed—may be perfectly plain to the reader; to supply, in point of fact, the want of accent, attitude, gesture, intonation if possible, and always the voice pauses of the speaker. This latter particular—the voice pauses—is a most important one, and can never be given to paper and ink without punctuation. Even accented words are modified or qualified by the voice pauses of a speaker, and these voice pauses being the greatest agency in determining the meaning of spoken words, so is punctuation the guide to the meaning of written language. The same words, differently punctuated, may be made to express entirely different ideas.

There once went the rounds of the press a very laughable paragraph composed of a number of short sentences, which sentences, by the transposition of the periods of each, could be made to express totally opposite meanings from those indicated by the periods in their original places. It is also said that a French noble once used such uncomplimentary language to a higher dignitary of his government, that he was forced to apologize in writing to the said dignitary, or be visited with a severe punishment. This was his apology: "Sir:—I said you were a fool; it is true, and I am sorry for it." That sentence, as above punctuated, was really a reiteration of the charge complained of, but had the semi colon and the comma been transposed, an apology would have been actually made; as, "Sir:—I said you were a fool, it is true; and I am sorry for it". Under the last punctuation, the sentence conveys the idea that the writer intended to state the fact that it was true he had called his superior a fool and he was sorry for having made the remark; but, as first punctuated, it really stated that it was true the writer had called him a fool and he was sorry his superior was a fool. To illustrate why the transposition of these points make such a difference, we have only to remember that the semi-colon is employed to denote a long pause of the voice and the comma a very short pause. Read the sentence as first punctuated, making a long pause after the word *fool*, and but a very slight one after the word *true*; then, read the sentence as secondly punctuated, making scarcely any pause until *true* is reached, but making a long one after that word, and the reader will get a correct idea of the relation which punctuation really bears to human utterance. In the sentence above quoted, the entire meaning lay in the proper placing of two punctuational marks—the semi-colon and the comma—and it is these two marks, together with the period, which are the general cause of havoc in writing sentences, if not correctly used. The other punctuational marks, although in the majority, are simply expressive of either emotion or accent, or are used for the purpose of reference, and are therefore much easier understood than the period, comma and semicolon, which three are the ones denoting the voice pauses of the speaker, and should be given most particular attention, if we are to use them aright. And, though the rules for their use will help the student in a proper application of them, yet such use can be the more thoroughly appreciated if we bear in mind their primary value as indicators of voice pauses. Let the writer simply remember, in any written language, when there occurs a place where, if such language was spoken, the context would necessitate a long pause—the conclusion of a sentence—unless the sentence is interrogatory or exclamatory, to make use of a period; when there would be scarcely any voice hesitancy were the sentence spoken, use the comma; and, in cases where the voice hesitancy is neither very short nor long, and the sentence is made up of portions which would make small complete sentences, use the semi-colon. A peculiarity about punctuation is the fact that, as different persons make different voice divisions in the same spoken sentences, so two different writers would

punctuate the same sentences differently, and yet each punctuate correctly. The period is, by writers of short sentences, often used where habitual writers of long sentences would employ semi-colons. And, again, the former writer would, in some instances, use colons where the latter would employ commas. Both would be right, because each, in reading, would read with different lengths of pauses between sentences and parts of them. But neither the former nor the latter would ever vary in punctuation enough for one of them to use a period where the other would place the comma. Those two marks are too widely different in their uses to admit of such a different use of them by correct writers. Neither should the reader suppose different writers will persist in differing, throughout their entire manuscript, in the use of the period and semi-colon or semi-colon and comma. By no means. As a rule, there will be a noted similarity in much of the punctuation, and there are occasions where no difference of opinion could exist, but that there sometimes occur sentences admitting of several ways of proper punctuation, is similarly true; and, if students will mentally digest the above hints in regard to voice-pause denotation, in connection with the study of the Rules for Punctuation which follow, there should be no difficulty in properly punctuating even such doubtful sentences as are capable of being correctly punctuated several ways. Students who exercise care will at least hit upon one of the correct ways.

RULES FOR PUNCTUATION.

The punctuational marks are thirty-two in number; only a third of which, however, are of frequent use. Collectively, they are known as: The period, interrogation point, exclamation point, colon, semi-colon, comma, parenthesis, brackets, apostrophe, hyphen, dash, quotation marks, caret, brace, index, asterism, asterisk, dagger or obelisk, double dagger or double obelisk, section, parallel, paragraph, star ellipsis, leader ellipsis, dash ellipsis, acute accent, grave accent, circumflex accent, tilde, long accent, short accent, and diæresis.

. PERIOD. Place after every complete sentence; as, *We will go.* After most abbreviations; as, *Cr.* for *creditor*, *J. S.* for *John Sherman*. The only abbreviations a period is not followed by, are those in which an apostrophe belongs. See apostrophe heading.

? INTERROGATION POINT. Every sentence which is a direct question, is to be followed by an interrogation point; as, *Do you intend going?* When several sentences are interrogatory and are closely connected, an interrogation point at the end of the final one will do for all; as, *Why do you ignore, maltreat, and speak falsely of one who never harmed you?* The interrogation point is also used at times to express doubt; as, *Among such honest (?) men, we certainly are safe.*

! EXCLAMATION POINT. After exclamatory sentences and words which are interjections, this point should be placed; as, *Hesitate and you are lost! Oh! where am I?* Where the single letter O occurs with other words, the exclamation point is placed after the last word only; as, *O, that I had taken your advice!* Sometimes two or more exclamation points are made use of in extraordinarily strong meanings.

: COLON. The colon invariably precedes quotations; as, *The Chairman introduced the orator with the following remarks: Gentlemen of the Convention, etc.* The colon also follows the words *yes* or *no*, where a repetition of their meaning is made; as, *No: I will never give my consent.* The colon

is generally written after such words as *thus*, *as follows*, *following*, or words of a similar meaning; as, *It happened thus: The General was sitting quietly in his studio*, etc.

; SEMI-COLON. Different portions of a sentence not closely connected are separated by semi-colons; as, *There is no need of further explanation; I understand you perfectly*. Expressions in pairs are also separated by semi-colons; as, *Silks are very expensive, since the strike of the weavers; satin, even higher priced; velvet, still higher*. The words *namely*, *for*, *but*, *yet*, etc, are preceded by a semi-colon when they refer to both a preceding and following clause; as, *Become rich, if you will; but, shun dishonor*. When illustrations of a rule are introduced by the word *as*, that word is preceded by a semi-colon; as, for instance, the preceding and following illustrations in these pages.

, COMMA. Different parts of the same sentence, when closely connected, yet independent of each other, should be separated by commas; as, *Marcus Tullius Tiro, a freedman of Cicero's, invented the first system of shorthand writing*. Commas should separate parenthetical words and phrases which are not contrasting enough to admit of the parenthesis; as, *I enclose, herewith, statement of account*. The words *however*, *though*, *nevertheless*, *also*, *albeit*, and similar words, are always preceded and followed by commas when employed within a sentence. Quotations too brief for precedence by a colon, are sometimes preceded by a comma instead; as, *Few understand the full value of the phrase, "Nothing succeeds like success."* Introductory portions of a sentence, when having no real grammatical connection with the sentence, are separated from the rest of the sentence by a comma; as, *Unless I have miscalculated the distance, we walked nearly twelve miles*. The omission of certain words in continued sentences, separated by semi-colons, but having a common subject, are indicated by commas; as, *Conversation makes a ready man; reading, an informed man; writing, an exact man*. When a person or thing is addressed, the name and accompanying modifying words, must be separated by a comma; as, *Think, my son, into what errors you have fallen*. Unless closely connected, the different portions of an inverted expression should be separated by a comma; as, *To gain his point, he was willing to endure untold hardships*. Numbers spelled in full should not be separated by commas, nor should the number of any year; as, *1884*. But the days of the month, day of the week and year, when given together, should be so separated; as, *Monday, Jan. 14, 1881*. Lists of figures over four in number should be separated into groups of three by commas, commencing at the right hand; as, *45, 981, 241*. Two or more words of the same parts of speech, if not connected by a conjunction, should be separated by commas; as, *Blue, white, red, and purple were the colors of the ensign*. Commas should separate words and phrases in pairs; as, *Hardships and crime, ignorance and prejudice, idleness and decay: stalk through the land*.

() PARENTHESIS. Words within a sentence which break the connection between its parts, and which might be omitted without injury to the meaning of the sentence, are enclosed between marks of parenthesis; as, *I call upon you, gentlemen, (if such be here) to see that fair play alone prevails*. Sometimes a comma follows the last mark of parenthesis when the sense warrants it, which is very seldom.

[] BRACKETS. Brackets are employed in the manuscript and print of plays to describe the acting; as, *Can this missive [picks up letter] be from the Cardinal?* Explanations or definitions, when interjected within a sentence, or an interjected reference at the termination of a sentence, are enclosed between brackets; as, *The victim [Paul Renard] was a half brother. And whosoever will be chief among you,*

let him be your servant. [Matthew XX: 27.] Sometimes, the second punctuational mark is omitted at the end of a sentence; as, *This question was fully answered in last weeks issue.* [Editor.]

’ APOSTROPHE. This mark is used to denote possession, and when so employed it is generally followed by an *S* when the noun is singular, and preceded by the *S* when the noun is plural; as, *Jack's history*; *The printers' strike*. When the noun is plural, but does not ordinarily end in *S*, then the apostrophe is used to denote posession, and is followed by an *S*, the same as in the singular; as, *Children's pleasures*. The apostrophe is also employed to indicate omitted letters, initial or intermedial; as, *'cause for because*; *don't for do not*; etc., etc., etc.

- HYPHEN. The principal use of this punctuational point is to join together two or more simple words used in a compound sense; as, *He was a well-read man*. *My memory will ne'er forget that ne'er-to-be-forgotten day*. Hyphens are also used at the end of a line of writing or printing to indicate the continuance of a portion of a word to another line, but only between syllables.

— DASH. This mark is used to indicate a sudden interruption or break in a sentence; as, *See—Horace—Martha—all—the fire is gaining! Run—for your life run!* It is also used after a colon in the secondary address of a letter, when such secondary address occupies the same line as the first words of the first paragraph of the body of the letter; as, *My Dear Sir:—Your son has arrived safely at the writing of this letter, and I hasten, etc.*

“ ” QUOTATION MARKS. When the exact words of another speaker or author are quoted, such words should be enclosed within quotation marks; as, *It is a saying of quaint Josh Billings, that, "In good old Bible times, it was considered a miracle for an ass to speak, but now-adays nothing short of a miracle will keep them quiet."* When there occurs a quotation within a quotation, the second one receives but one quotation mark at each end of it, instead of two; as, *My friend said, "Henry used these words 'I will do as I please,' so I thought further argument useless."*

^ CARET. The caret is seldom seen in print. Its use in manuscript is to point to letters or words above it which have been omitted; as, *Partial Eclipse of Moon.*

{ BRACE. The brace is of different sizes, and is used to indicate a reference of several lines of words to a certain other line or lines; as, *Beefsteak, Mutton Chop, Sausage,* } 10 cents per lb.

☞ INDEX. This character points to particular paragraphs. It is principally used in scientific or educational works, and in Holy Writ.

*** THE ASTERISM. The asterism is composed of three stars in the form of a triangle, either two above and one below, or the reverse. They are principally employed instead of a signature at the end of a contributed newspaper article, and are sometimes employed to indicate advertisements in a newspaper.

REFERENCE MARKS. These are of six kinds: The asterisk * dagger or obelisk † the double dagger or double obelisk ‡ the section § the parallels || and the paragraph ¶. All are employed as references to marginal notes, in the order named, the first being used when only one is required to a column or page, the first and second when two are required to the same page or column, etc., etc.

MARKS OF ELLIPSIS. The Ellipses are three in number: The star * * * the leaders and the

double dash —. They are used to show the omission of words and sentences; as, *Dr. L— d was convicted.* *Now, therefore, call unto me all his priests [II Kings; X, 19]* *And every one that hath forsaken * * * wife, or children, or lands, etc., etc, [Matthew; XIX, 29.]* In price lists, and similar tabular statements, the intervening spaces between the names of the goods quoted and their prices, are filled in with leaders; as,

New South Carolina Rice,..... 9c. per lb.

French Prunes, in casks,..... 7c. " "

MARKS OF ACCENT. Most of the accent marks are unused at the present day, save in a few educational works of phonetic or elocutionary value. The marks are seven in number: The acute 'grave' circumflex ^ tilde ~ long - short - and diaresis .. The acute accent denotes a rising inflection of the voice; the grave, a falling inflection; the circumflex and tilde, a compound or waving inflection. They are all placed above the letter modified by them. The long accent placed above a vowel denotes that the long sound of that vowel is to be pronounced; the short accent denotes the pronunciation of the short vowel sound. The diaresis is placed over the second of two connected vowels to indicate that both vowels are to be separately pronounced. The marks of accent are not illustrated because of their little importance and infrequent use.



CHAPTER VI.

CARE IN LETTER WRITING.

In epistolary composition, let the words chosen to express your meaning be as simple as possible, that the receiver of your communication may not misunderstand it. Brevity is also an important consideration in business letters.

Never seal letters of recommendation or introduction.

Write only on one side of the paper in either business or ceremonial letters.

Write all letters of compliment in the third person.

Black ink on white paper is not only business-like but also in good taste and elegant. Avoid colored inks for the reason that their use is an indication of poor taste.

Letters expressing ill temper are always of more discredit to the sender than to the receiver. Never write them.

Always enclose return postage with all letters requiring a reply upon your own personal affairs.

Date, address and signature should always accompany a letter and the writer should write first name in full, when addressing strangers, unless sex is otherwise indicated, as it is impossible for the receiver to know your sex simply from your initials, and hence impossible to properly address you in reply. For the same reason, ladies should always precede their signature with the prefix *Miss* or *Mrs.* when writing to strangers.

Money or other articles of value should always be sent in registered letters.

Address of sender, with date of writing, should always be the first line written, and should be placed at upper right hand of paper.

TERMS FOR SECONDARY ADDRESSES.

Gentlemen without professional or honorary titles are entitled to the abbreviation of *Mr.* prefixed to their names, when addressed.

The title *Esq.* is an honorary title for all members of the legal profession, but should never be used in addressing other persons. It is placed after the name.

Rev. is prefixed to the names of all priests or ministers of the gospel; and, if a bishop, *Rev. Bishop* in Protestant Churches; *Right Rev.* for Roman Catholic Bishops.

Hon. is a style of title prefixed to names of all judges, members of state legislatures, congressmen, mayors, and other high officers of government, except governors of states and territories, whose titles are the same as the President; *viz.*: *His Excellency*.

For persons having two or more titles the higher presupposes the lesser ones and is sufficient.

For gentlemen, never use two equivalent titles; as, *Dr. Paulus Goebel, M.D.*; *Mr. Fred. Lex, Esq.*

There is no occasion for *Dr.* when *M. D.* is used, nor *Mr.* when *Esq.* When, however, the titled person is a lady, she is entitled to the prefix *Miss* or *Mrs.* as well; as, *Miss Sallie Prior, M. D.*

The wives of clergymen or professional persons sometimes have the title of their husband prefixed to their names; as, *Mrs. Gen. Grant*; *Mrs. Judge Henry Parker*; etc., etc.

The secondary address to a letter may be varied according to the taste of the writer and the degree of familiarity existing between them and the party addressed. *Madam* should never be applied to an unmarried lady. *Miss* or *Dear Miss* or *My Dear Miss* or *Respected Miss* are severally used in addressing unmarried ladies. *Dear Sir*, *Gentlemen*, *Dear Sirs*, etc., are terms for business use, but where a particular mark of respect is desired to be shown, or in addressing persons in authority with whom one has little or no acquaintance, *Sir* or *Sirs* is preferable.

The concluding words of a letter, immediately preceding signatures, are varied. *Very Respectfully*, *Yours Truly*. *Truly Yours*, *Respectfully Yours*, etc., etc., are general business forms.

The address on the envelope is a more important matter than most people imagine. It should be plain and complete. The names of the parts addressed should occupy the centre line; the name of the city, town or village, the next line; and the state terminate the lower right hand corner. Should street and number of dwelling be required, place it in the lower left hand corner, in which position the name of the county belongs, when used.



CHAPTER VII.

TITLES GENERALLY.

The titles used in this republican country are much less regarded and are less in number than those of other nations; but, it was thought best, in addition to the information in last chapter, to present a list of titles in this portion of our book, for the reason that there are times when it is necessary and important that a person of distinction should be properly addressed. Epistolary work can never be too carefully executed, and especially when one is writing to strangers and those higher in social station, as it is to them, particularly, that one wishes to appear at best, and we are as often judged by the character of our letter writing as by our personal appearance, if not more so.

The list presented in this chapter is arranged in alphabetical order, according to the title rather than the abbreviation, because the use of this list is more particularly for reference in writing than in reading—a list for the reader appearing in another chapter.

ABBREVIATED FORMS FOR PERSONAL TITLES.

Administrator,	Admr.	Bachelor of Philosophy,	Ph. B.
Adjutant General,	Adj. Gen.	Bachelor of Science,	B. S.
Admiral,	Adm.	Brother,	Bro.
Advocate,	Adv.	Brothers,	Bros.
Agent,	Agt.	Brigadier General;	Brig. Gen.
Alderman,	Ald.	Cashier,	Cash.
Ambassador,	Amb.	Captain,	Capt.
Assistant	Asst.	Chaplain,	Chap.
Assistant Surgeon,	Asst. Surg.	Chief Clerk,	C. C.
Attorney,	Atty.	Chief Justice,	C. J.
Attorney General,	Atty. Gen.	Chief Medical Purveyor,	Chf. Med. Pur.
Bachelor of Arts,	B. A. or A. B.	Chief Signal Officer,	C. S. O.
Bachelor of Civil Laws,	B. C. L.	Chancellor,	Chanc.
Bachelor of Classics,	B. C.	Civil Engineer,	C. E.
Bachelor of Divinity,	B. D.	Clergyman,	Cl.
Bachelor of Elements,	B. E.	Clerk,	Clk.
Bachelor of Laws,	LL. B.	Collector,	Coll.
Bachelor of Letters,	B. Lit.	Colonel,	Col.
Bachelor of Medicine,	M. B.	Commandant,	Com't.
Bachelor of Music,	M. B.	Commander,	Com.

Commissioner,	Com.	First Lieutenant,	1st Lieut.
Committee,	Com.	General,	Gen.
Commodore,	Com.	Governor,	Gov.
Company,	Co.	Graduate in Pharmacy,	Phar. G.
Constable,	Const.	His (or Her) Britannic Ma- jesty,	H. B. M.
Consul,	C.	His Excellency,	H. Exc.
Consular Clerk,	Con. C.	His (or Her) Majesty,	H. M.
Corresponding Secretary,	Cor. Sec.	His (or Her) Royal Highness,	H. R. H.
Creditor,	Cr.	Honorable Sir,	Hon. Sir.
County Commissioner (or Clerk),	C. C.	Interpreter,	Int.
Deacon,	Dea.	Judge,	Jj.
Debtor,	Dr.	Judge Advocate,	J. A.
Defendant,	Deft. (or dft.)	Junior,	Jr. (or Jun.)
Delegate,	Del.	Justice,	Jus.
Dentist,	Dr. D.D.S., or D.M.D.	Justice of the Peace,	J. P.
Deputy,	Dep.	Librarian,	Lib.
Deputy Consul,	D. C.	Lieutenant,	Lieut.
Dictator,	Dict.	Lieutenant Commander,	Lt. Com.
District Attorney,	Dist. Atty.	Lieutenant General,	Lt. Gen.
Doctor,	Dr.	Madam,	Mad.
Doctor of Civil Law,	D. C. L.	Madame,	Mme.
Doctor of Dental Surgery,	D. D. S.	Major,	Maj.
Doctor of Divinity,	D. D.	Major General,	Maj. Gen.
Doctor of Letters,	Lit. D.	Marshal,	Mar.
Doctor of Laws,	LL. D.	Master,	Mas.
Doctor of Laws (Jurum Doc- tor),	J. D.	Master of Arts,	M. A. or A. M.
Doctor of Medicine,	M. D.	Master of Classics,	M. C.
Doctor of Music,	D. M. or Mus. D.	Master of Elements,	M. E.
Doctor of Pharmacy,	Phar. D.	Master of Laws,	M. L.
Doctor of Polite Literature,	L. H. D.	Master of Pharmacy,	Phar. M.
Doctor of Science,	S. D.	Master of Science,	M. S.
Dynamic Engineer,	D. E.	Master of Surgery,	C. M.
Editor,	Ed.	Medical Director,	Med. Dir.
Envoy Extraordinary	E. E.	Medical Inspector,	Med. Insp.
Esquire,	Esq.	Member (Fellow) of Ameri- can Academy	A. A. S.
Executive Committee,	Ex. Com.	Member of the Ameri- can Antiquarian Society,	A. A. S. S.
Father (Friar),	Fr.	Member of Congress,	M. C.
Fellow of the Royal Society,	F. R. S.		

Member of American Oriental Society,	A. O. S. S.	Quartermaster,	Q. M.
Member of Parliament,	M. P.	Quartermaster General,	Q. M. G.
Messieurs,	Messrs.	Representative,	Rep.
Military or Mechanical Engineer,	M. E.	Reporter,	Rep.
Minister Plenipotentiary,	Min. Plen.	Reverend,	Rev.
Mister,	Mr.	Right Honorable,	Rt. Hon.
Mistress,	Mrs.	Secretary,	Sec'y.
Navigator,	Nav.	Second Lieutenant,	2d Lieut.
Notary Public,	N. P.	Senator,	Sen.
Pay Master,	Pay M.	Senior,	Sr.
Pay Master General,	Pay M. Gen.	Solicitor,	Sol.
Physician,	Phys.	Superintendent,	Supt.
Plaintiff,	Plff.	Surgeon General,	Surg. Gen.
Post Master,	P. M.	Surveyor General,	Surv. Gen.
President,	Pres.	Topographic Engineer,	T. E.
Professor,	Prof.	Translator,	Trans.
Professor of Divinity,	S. T. P.	Treasurer,	Treas.
Provost,	Prov.	Vice Admiral,	V. Adml.
Publisher,	Pub.	Vice Chancellor,	V. Chanc.
Recording Secretary,	Rec. Sec.	Vice Consul,	V. C.
		Vice President,	V. Pres.



CHAPTER VIII.

A WORD OF CAUTION.

Because of the presentation of such extended lists of abbreviations as are here given, the student must not obtain the idea that they are to be used in all cases. They are simply intended for certain kinds of work, and especially where one's employer desires them to be used; but, as a rule, except in hasty business correspondence, it is decidedly inelegant to make use of abbreviations, and often, even in business correspondence, this rule will hold good. Some people persist in writing *coll.* for *collected*, *eve.* for *evening*, etc., in the body of their letters, thus frequently giving affront to particular persons, who often receive such abbreviations not only as direct proof of habitual carelessness, but also as evidence that the writer considered the person addressed to be not worthy the time required to write words fully. All persons are not so particular; yet, except in the preparation of commercial tabular statements or in lines requiring a shorter form than a full word, or where one's employer prefers abbreviations, it is best to take time to write all ordinary words in full; though, when required, the list to this chapter will be found available.

Like the abbreviated forms given in last lesson, the list below is intended solely for the use of the writer. The abbreviations of last and this chapter also appear in next chapter, arranged for easy reference when reading.

A GENERAL LIST OF ABBREVIATIONS.

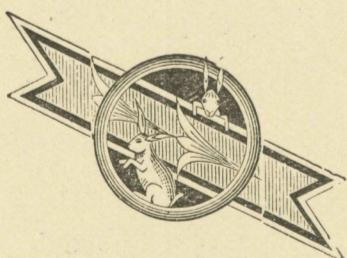
Abbreviated,	Abbr.	And so forth,	Etc. or &c.
Ab libitum (at pleasure),	Ab. lib	Anglo-Saxon,	A. S. or Ang. Sax.
Abridged,	Abr.	Anonymous,	Anon.
Account,	Acct.	Answer,	Ans.
Advertisement,	Ad.	Appendix,	App.
Afternoon (Post Meridian),	P. M.	Apocalypse,	Apoc.
Against (versus),	V. or vs.	April,	Apr.
Agriculture,	Agr.	Arithmetic,	Arith.
Alabama,	Ala.	Arizona Territory,	Ariz. Ter.
Alaska,	Alas.	Arkansas,	Ark.
America,	Am. or Amer.	Article,	Art.
Amount,	Amt.	Astrology,	Astrol.
And,	&	At or to,	A.
And others (et alii),	Et. al.	At pleasure (ad libitum),	Ad. lib.

August,	Aug.	Compare (confer),	Cf.
Average,	Av.	Commerce,	Com.
Balance,	Bal.	Congress,	Cong.
Baltimore,	Balt. or Balto.	Connecticut,	Ct. or Conn.
Barrel,	Bl. or Bbl.	County Court,	C. C.
Before Christ,	A. C. or B. C.	Court of Common Pleas,	C. C. P.
Beneath (Infra),	Inf.	Court of Sessions,	C. S.
Boston,	Bost.	Credit, Creditor,	Cr.
Botany,	Bot.	Cyclopedias,	Cyc.
British, Britain,	Brit.	Dakota Territory,	Dak. Ter.
British America,	B. A.	Daniel, Danish,	Dan.
Brother,	Bro.	Day,	Da.
Brussels,	Brus.	December, declaration,	Dec.
Bushel,	Bu. or Bush.	Defendant,	Dft. or Deft.
By God's Grace,	D. G.	Delaware,	Del.
By the,	P. or per.	Department,	Dept.
By the Year,	Per An.	Deuteronomy,	Deut.
Calender,	Cal.	Dictionary,	Dict.
California,	Cal.	Discount,	Disc.
Cambridge,	Cam.	District of Columbia,	D. C.
Canada,	Can.	Ditto (the same),	Do.
Canada East,	C. E.	Dividend,	Div.
Canada West,	C. W.	Dollar,	Dol. or \$.
Cashier,	Cash.	Dozen,	Doz.
Cash (or collect) on delivery, C. O. D.	C. O. D.	Dublin,	Dub.
Catholic, Catharine,	Cath.	Ecclesiastes, ecclesiastical,	Eccl.
Cent,	C. or ct.	Edinburgh,	Edin.
Chapter,	Chap.	Encyclopedia,	Encyc.
Chemistry,	Chem.	England, English,	Eng.
Christmas,	Xmas.	Errors excepted,	E. E.
Chronicles,	Chron.	Et cetera (and other things),	Etc.
Church,	Ch.	Evangelical,	Evang.
Cleared,	Cl'd.	Exception,	Exc.
Clerk,	Clk.	Exempli gratia (for example),	E. g. or Ex. g.
College,	Col.	Fahrenheit,	Fahr.
Collector,	Coll.	February,	Feb.
Colorado,	Col.	Feminine,	Fem.
Common Pleas,	C. P.	Figure,	Fig.
Company,	Co.	Five Hundred,	D.

Florida,	Fla.	Iowa,	Ia.
Following (sequentia),	Sq.	Ireland,	Ire.
Foot, feet,	Ft.	Italy, Italian,	Ital.
Forenoon,	A. M.	It does not follow,	Non. seq.
France, French,	Fr.	Jamaica,	Jam.
Friday,	Frid.	January,	Jan.
Genesis,	Gen.	Japan,	Jap.
Georgia,	Ga.	Jeremiah,	Jer.
Geography,	Geog.	Journal,	Jour.
Geometry,	Geom.	June,	Je.
Germany,	Ger.	July,	Jul.
Glasgow,	Glas.	Kansas,	Kan.
God Willing (Deo volente),	D. V.	Kentucky,	Ky.
Gottingen,	Gott.	Latin, Latitude,	Lat.
Great Britain,	G. B.	Last Month (ultimo),	Ult.
Gross,	Gro.	Legislature,	Leg.
He did it (fecit),	Fec.	Leipsic,	Leip.
Here he lies buried,	H. J. S.	Leyden,	Leyd.
Here he rests in peace,	H. R. I. P.	Liber, (book) Library,	Lib.
Hogshead,	Hhd.	Literally, Literature,	Lit.
Horticultural,	Hort.	London,	Lond.
Hour,	H. or hr.	Louisiana,	La.
House of Representatives,	H. R.	Lower case (type),	L. c.
Hundred,	Hund.	Madrid,	Mad.
Hundred weight,	Cwt.	Maine,	Me.
Idaho Territory,	Id. Ter.	Manuscript,	MSS.
Illinois,	Ill.	March,	Mar.
Incognito (unknown),	Incog.	Maryland,	Md.
Incorporated,	Incor.	Massachusetts,	Mass.
Index,	Ind.	Memorandum,	Mem.
Indian, Indiana,	Ind.	Metaphysics,	Met.
Indian Territory,	I. T. or Ind. Ter.	Methodist,	Meth.
Interest,	Int.	Methodist Episcopal,	M. E.
In the Christian Era,	A. D.	Metropolitan,	Metr.
In the passage (in transitu),	In trans.	Mexico,	Mex.
In the place (in loco),	In loc.	Michigan,	Mich.
In the Year of Rome,	A. U. C.	Minnesota,	Minn.
Introduction,	Intr.	Minute,	Min.
Instant (this month),	Inst.	Mississippi,	Miss.
		Missouri,	Mo.

Mobile,	Mob.	Oxonia,	Oxon.
Monday, Monastery,	Mon.	Package,	Pkg.
Montana Territory,	Mon. Ter.	Page,	P.
Month,	Mo.	Pages,	Pp.
Mythology,	Myth.	Paid,	Pd.
Namely (to wit),	Viz.	Paragraph,	Par.
National, Natural,	Nat.	Part, Port, Pint, Payment,	Pt.
Nebraska,	Neb.	Parliament,	Parl.
Nevada,	Nev.	Peck,	Pk.
New Brunswick,	N. B.	Pennsylvania,	Pa., or Penn.
New England,	N. E.	Pennyweight,	Dwt., or Pwt.
New Foundland,	N. F.	Per annum,	Per An.
New Hampshire,	N. H.	Per cent,	P. C., or %.
New Jersey,	N. J.	Pharmacy,	Phar.
New Mexico Territory,	N. Mex. Ter.	Philadelphia,	Phila.
New Orleans,	N. O.	Philosophy,	Phil.
New Style (since 1752),	N. S.	Phonography,	Phonog.
New Testament,	N. T.	Phrenology,	Phren.
New York (state),	N. Y.	Physiology,	Phys.
Next month (proximo),	Prox.	Plaintiff,	Plff.
Nominative,	Nom.	Plural,	Pl., or Plur.
Non pros quitur (he does not prosecute),	Non Pros.	Population,	Pop.
Noon,	M.	Post Office,	P. O.
North Carolina,	N. C.	Postscript,	P. S.
North British,	N. B.	Pound,	Lb.
Note well (Nota Bene),	N. B.	Presbytery, Presbyterian,	Presb.
November,	Nov.	Prince Edward's Island,	P. E. I.
Number,	No.	Pro tempore (for the time),	Pro tem.
Numeral, Numbers (Book of),	Num.	Protestant,	Prot.
Object, objective, objection,	Obj.	Protestant Episcopal,	P. E.
Obsolete, Observatory,	Obs.	Prussia, Prussian,	Prus.
October,	Oct.	Psalm,	Ps.
Ohio,	O.	Public document,	Pub. Doc.
Old Style (before 1752),	O. S.	Quart,	Qt.
Oregon,	Or.	Quarter,	Qr.
Ornithology,	Ornith.	Question,	Ques.
Ounce,	Oz.	Received,	Recd.
Oxford,	Oxf.	Recipe,	R.
		Regiment,	Regt.

Republican, Republic,	Rep.	Topographical,	Topog.
Revenue, Revelation,	Rev.	Transaction, Translator,	Trans.
Rhetoric,	Rhet.	Tuesday,	Tues.
Rhode Island,	R. I.	Turn over,	T. O.
Remark,	Rem.	Two thousand,	MM.
Roman Catholic,	Rom. Cath.	United States,	U. S.
Russia, Russian,	Russ.	United States Army,	U. S. A.
Saint, Street,	St.	United States Mail, Mint or Marine,	U. S. M.
Sandwich Islands,	S. Is.	United States Navy,	U. S. N.
Saturday,	Sat.	University,	Univ.
Schooner,	Schr.	Utah Territory,	U. T.
Scotland,	Scot.	Vermont,	Vt.
Second, Section,	Sec.	Virginia,	Va.
September, Septuagint,	Sept.	Volume,	Vol.
South America,	S. A.	Vulgate,	Vul.
South Carolina,	S. C.	Washington,	Wash.
Spain,	Sp.	Washington Territory,	W. T.
Sunday,	Sun.	Wednesday,	Wed
Superior, Supplement,	Sup.	Weight,	Wt.
Synonyme,	Syn.	West Indies,	W. I., or W. In.
Tennessee,	Tenn.	West Virginia,	W. Va.
Territory,	Ter.	Wisconsin,	Wis.
Texas,	Tex.	Wyoming Territory,	Wyo. Ter.
This month (instant),	Inst.	Yard,	Yd.
Thomas,	Thos.	Year, Your,	Yr.
Thousand,	M.	Zoology,	Zool.
Thursday,	Thurs.		
Tonnage,	Ton.		



CHAPTER IX.

ABBREVIATIONS FOR THE READER.

In our last two chapters we presented lists of abbreviations arranged for the convenience of the writer. In this chapter we present a list arranged especially for the convenience of the reader; in which list will be found all the abbreviations of previous chapters, arranged according to those previous lists, and in accordance with their meaning.

We do not, of course, pretend to say that these abbreviations are all that are contained in the English language. But they will be found more than enough, we think, for the uses of any amanuensis and most type-writer work.

As we have reiterated through other portions of the book, we do not believe, generally speaking, in the use of abbreviations, in most classes of work. But, as there are people who do, who seem to take pleasure in writing them on all occasions, and as some readers may at times be required to read letters written by such people, the list following was compiled to assist in the proper understanding of them.

FINAL LIST.

A., or @.	At, or to.	Agt.	Agent.
A.A.S.	Member American Academy.	Ala.	Alabama.
A.A.S.S.	Member American Antiquarian Society.	Alas.	Alaska.
A.B.	Bachelor of Arts.	Ald.	Alderman.
Abbr.	Abbreviated.	Am., or Amer.	American.
Ab. lib.	At pleasure.	A. M.	Forenoon, Master of Arts.
Abr.	Abridged.	Amb.	Ambassador.
A. C.	Before Christ.	Amt.	Amount.
Acct., or <i>a/c</i>	Account.	Ans.	Answer.
Ad.	Advertisement.	Anon.	Anonymous.
A. D.	In the Christian Era.	A.O.S.S.	Member American Oriental Society.
Adj. Gen.	Adjutant General.	Apoc.	Apocalypse.
Adm., or Adml.	Admiral.	App.	Appendix.
Adv.	Adverb, Advocate.	Apr.	April.
Admr.	Administrator.	Arth.	Arithmetic.
Agr.	Agriculture.	Ariz. Ter.	Arizona Territory.

Ark.	Arkansas.	C. C. P.	Court of Common Pleas.
Art.	Article.	C. E.	Civil Engineer, Canada East.
A. S., or Ang. Sax.	Anglo Saxon.	Cf.	Confer, Compare.
Asst.	Assistant.	Ch.	Church.
Astrol.	Astrology.	Chanc.	Chancellor.
Atty.	Attorney.	Chap.	Chapter, Chaplain.
Atty. Gen.	Attorney General.	Chem.	Chemistry.
A. U. C.	In the year of Rome.	Chf. Med. Pur.	Chief Medical Purveyor.
Aug.	August.	Chron.	Chronicles.
Av.	Average.	C. J.	Chief Justice.
B. A.	British America, Bachelor of Arts.	Cl.	Clergyman.
Bal.	Balance.	Cld.	Cleared.
Balt., or Balto.	Baltimore.	Clk.	Clerk.
Bbl., or Bl.	Barrel.	C. M.	Master in Surgery.
B. C.	Before Christ, Bachelor of the Classics.	Co.	Company.
B. C. L.	Bachelor of Civil Laws.	C. O. D.	Cash (or Collection) on Delivery.
B. D.	Bachelor of Divinity.	Col.	Colonel, Colorado.
B. E.	Bachelor of the Elements.	Coll.	College, Collector.
B. Lit.	Bachelor of Literature.	Com.	Commander, Commissioner, Commentary, Commerce, Community.
Bost.	Boston.	Commo.	Commodore.
Bot.	Botany.	Com't.	Commandant.
Brig. Gen.	Brigadier General.	Cong	Congress.
Brit.	Britain, British.	Conn., or Ct.	Connecticut.
Bro.	Brother.	Const.	Constable.
Brus.	Brussels.	Cor. Sec.	Corresponding Secretary.
B. S.	Bachelor of Science.	C. P.	Common Pleas.
Bu., or Bush.	Bushel.	Cr.	Credit, Creditor.
C.	Consul.	Crim. Con.	Criminal Conversation.
Cal.	Calendar, California.	C. S.	Court of Sessions.
Cam.	Cambridge.	C. S. O.	Chief Signal Officer.
Can.	Canada.	Ct. or c.	Cent.
Capt.	Captain.	C. W.	Canada West.
Cash.	Cashier.	Cwt.	Hundred weight.
Cath.	Catholic, Catharine.	Cyc.	Cyclopedia.
C. C.	Chief Clerk, Consular Clerk, County Court, County Commissioner, County Clerk.	D.	Five Hundred.
		Da.	Day.

Dak. Ter.	Dakota Territory.	Esq.	Esquire.
Dan.	Daniel, Danish.	Et al.	And others,
D. C.	Deputy Consul, District of Columbia.	Etc.	And other things.
D. C. L.	Doctor of Civil Law.	Evang.	Evangelical.
D. D.	Doctor of Divinity.	Exc.	Exception.
D. D. S.	Doctor of Dental Surgery.	Exec. Com.	Executive Committee.
D. E.	Dynamic Engineer.	E. & O. E.	Errors and omissions excepted
Dea.	Deacon.	Fahr.	Fahrenheit.
Dec.	December.	Feb.	February.
Deft., or dft.	Defendant.	Fec.	He did it.
Del.	Delaware.	Fem.	Feminine.
Dep.	Deputy.	Fig.	Figure.
Dept.	Department.	Fla.	Florida.
Dep. Q. M. G.	Deputy Quarter Master General.	Fr.	Father, Friar, France, French.
Deut.	Deuteronomy,	Frid.	Friday.
D. G.	By God's Grace.	F. R. S.	Fellow of the Royal Society.
Dict.	Dictionary, Dictator.	Ft.	Feet, foot.
Disc.	Discount.	Ga.	Georgia.
Dist. Atty.	District Attorney.	G. B.	Great Britain.
Div.	Dividend.	Gen.	Genesis, General.
D. M.	Doctor of Music.	Geo.	Geography.
D. M. D.	Doctor of Dental Medicine.	Geom.	Geometry.
Do.	Ditto (the same).	Ger.	German, Germany.
Dol. or \$.	Dollar.	Glas.	Glasgow.
Doz.	Dozen.	Gott.	Gottingen.
Dr.	Doctor.	Gro.	Gross.
D. T.	Doctor of Theology.	H. or hr.	Hour.
Dub.	Dublin.	H. B. M.	His (or Her) Britannic Majesty.
D. V.	God willing.	H. Exc.	His Excellency.
Dwt.	Pennyweight,	Hhd.	Hogshead.
Ed.	Editor.	H. J. S.	Here he lies buried.
Eccl.	Ecclesiastical.	H. M.	His (or Her) Majesty.
Edin.	Edinburgh.	Hon.	Honorable.
E. E.	Errors excepted.	Hort.	Horticultural.
Env. Ex.	Envoy Extraordinary.	H. R.	House of Representatives.
E. G. or Ex. G.	For example.	H. R. H.	His (or Her) Royal Highness.
Encyc.	Encyclopedia.	H. R. I. F.	Here he rests in peace,
Eng.	England, or English.	Hund.	Hundred.
		Ia.	Iowa.

Id. Ter.	Idaho Territory.	L. c.	Lower case (type).
I. H. S.	Jesus, the Saviour of Men.	Leg.	Legislature.
Ill.	Illinois.	Leip.	Leipsic.
Incog.	Unknown.	Leyd.	Leyden.
Incor.	Incorporated.	Lib.	Book, Librarian.
Ind.	Index, Indian, Indiana.	Lieut.	Lieutenant.
Ind. Ter. or I. T.	Indian Territory.	Lit.	Literally, Literature.
Inf.	Beneath.	Lit. D.	Doctor of Letters.
In loc.	In the place.	L. H. D.	Doctor of Polite Literature.
Inst.	Instant (this month).	LL. B.	Bachelor of Laws.
Int.	Interest, Interpreter.	LL. L.	Doctor of Laws.
Intr.	Introduction.	Lond.	London.
In trans.	In the passage.	Lt. Com.	Lieutenant Commander.
Ire.	Ireland.	Lt. Gen.	Lieutenant General.
It.	Italy.	M.	Noon, Thousand.
Ital.	Italian.	M. A.	Master of Arts.
J. A.	Judge Advocate.	Mad.	Madam, Madrid.
Jam.	Jamaica.	Maj.	Major.
Jan.	January.	Maj. Gen.	Major General.
Jap.	Japan.	Mar.	March, Marshal.
J. C. D.	Doctor of Civil Laws (Juris Civilis).	Mas.	Master.
J. D.	Doctor of Laws (Jurum Doctor).	Mass.	Massachusetts.
Je.	June.	M. B.	Bachelor of Music, (or Medicine).
Jer.	Jeremiah.	M. C.	Member of Congress, Master of Classics.
Jj.	Judge,	Md.	Maryland.
Jour.	Journal.	M. D.	Doctor of Medicine.
J. P.	Justice of the Peace.	M. E.	Military (or Mechanical) Engineer, Master of the Elements, Methodist Episcopal.
Jr., or Jun.	Junior.	Me.	Maine.
J. U. D.	Doctor of both Laws.	Med. Dir.	Medical Director.
Jul.	July.	Med. Insp.	Medical Inspector.
Jus.	Justice.	Mem.	Memorandum.
Kan.	Kansas.	Messrs.	Gentlemen.
Ky.	Kentucky.	Met.	Metropolis.
La.	Louisiana.	Meth.	Methodist.
Lam.	Lamentations.	Metr.	Metropolitan.
Lat.	Latin, Latitude.		
Lb.	Pound.		

Mex.	Mexico.	N. T.	New Testament.
Mich.	Michigan.	Num.	Numeral, Numbers (Book of).
Min.	Minute.	N. Y.	New York.
Minn.	Minnesota.	O.	Ohio.
Min. Plen.	Minister Plenipotentiary.	Obj.	Object, objective, objection.
Miss.	Mississippi.	Obs.	Obsolete, Observatory.
M. L.	Master of Laws.	Oct.	October.
MM.	Two thousand.	Or.	Oregon.
Mme.	Madame.	Ornith.	Ornithology.
Mo.	Month, fold, Missouri.	O. S.	Old Style (before 1752).
Mob.	Mobile.	Oxf.	Oxford.
Mon.	Monday.	Oxon.	Oxonian.
Mon. Ter.	Montana Territory.	Oz.	Ounce.
M. P.	Member of Parliament.	P.	Page.
Mr.	Mister.	P., or $\frac{1}{4}$,	By the
Mrs.	Mistress.	Pa.,	Pennsylvania.
M. S.	Master of Science.	Par., or ¶,	Paragraph.
MSS.	Manuscript.	Parl.	Parliament.
Mus. D.	Doctor of Music.	Payt.	Payment.
Nat.	National.	Pay M.	Paymaster.
Nav.	Navy, Navigator.	Pay M. Gen.	Paymaster General.
N. B.	Note well, New Brunswick.	Pd.	Paid.
N. C.	North Carolina.	P. E.	Protestant Episcopal.
N. E.	North-east, New England.	P. E. I.	Prince Edward's Island.
Neb.	Nebraska.	Per an.	Per annum, by the year.
Nev.	Nevada.	P. c., or %.	Per centum.
N. F.	New Foundland.	Phar.	Pharmacy.
N. H.	New Hampshire.	Phar. D.	Doctor of Pharmacy.
N. J.	New Jersey.	Phar. G.	Graduate in Pharmacy.
N. Mex. Ter.	New Mexico Territory.	Phar. M.	Master of Pharmacy.
No.	Number.	Ph. B.	Bachelor of Philosophy.
N. O.	New Orleans.	Philo.	Philosophy.
Nom.	Nominative.	Phonog.	Phonography.
Non Pros.	He does not prosecute.	Phren.	Phrenology.
Non. seq.	It does not follow.	Phys.	Physician, Physiology.
Nov.	November.	Pk.	Peck.
N. P.	Notary Public.	Pkg.	Package.
N. S.	Nova Scotia, New Style (since 1752),	Pl., or Plur.	Plural.
		Plff.	Plaintiff.

P. M.	Post Master, Post Meridian— (afternoon).	S. C.	South Carolina.
P. O.	Post Office.	Schr.	Schooner.
Pop.	Population.	Scot.	Scotland.
Pp.	Pages.	S. D.	Doctor of Science.
Pres.	President.	Sec.	Second, Section, Secretary.
Presb.	Presbytery, Presbyterian.	Sen.	Senate, Senator, Senior.
Prof.	Professor.	Sept.	Septuagint, September.
Prot.	Protestant.	Seq.	Following.
Pro tem.	For the time.	S. Is.	Sandwich Islands.
Prov.	Provost.	Sol.	Solicitor.
Prox.	Next month, (proximo).	Sp.	Spain.
Prus.	Prussia, Prussian.	Sr., or Sen.	Senior.
P. S.	Privy seal, Postscript.	St.	Saint, Strait, Street.
Ps.	Psalm.	S. T. P.	Professor of Divinity.
Pt.	Part, Port, Pint, Payment.	Sun.	Sunday.
Pub.	Publisher.	Sup.	Supplement, Superior.
Pub. Doc.	Public document.	Supt.	Superintendent.
Pwt.	Pennyweight.	Surg. Gen.	Surgeon General.
Q. M.	Quartermaster.	Surv. Gen.	Surveyor General.
Q. M. G.	Quartermaster General.	Syn.	Synonyme
Quar.	Quarter.	T. E.	Typographic Engineer.
Qt.	Quart.	Tenn.	Tennessee.
Ques.	Question.	Ter.	Territory.
R.	Take, Recipe.	Tex.	Texas.
Recd.	Received.	Thurs.	Thursday.
Rec. Sec.	Recording Secretary.	Thos.	Thomas.
Regt.	Regiment.	T. o.	Turn over.
Rem.	Remark.	Ton.	Tonnage.
Rep.	Republic, Republican.	Topog.	Topographic.
Rev.	Revenue, Reverend, Revela- tion,	Trans.	Translator, Transactions.
Rhet.	Rhetoric.	Treas.	Treasurer.
R. I.	Rhode Island.	Tues.	Tuesday.
Rom. Cath.	Roman Catholic.	Ult.	Last month (ultimo).
Rt. Hon.	Right Honorable.	Univ.	University.
Rt. Rev.	Right Reverend	U. S.	United States.
Russ.	Russia, Russian.	U. S. A.	United States Army.
S. A.	South America.	U. S. M.	United States Mail, Monitor, Maine.
Sat.	Saturday.	U. S. N.	United States Navy.

U. T.	Utah Territory.	W. I., or W. Ind.	West Indies.
Va.	Virginia.	Wis.	Wisconsin.
V. Adml.	Vice Admiral.	W. T.	Washington Territory.
V. C.	Vice Consul.	Wt.	Weight.
V. Chanc.	Vice Chancellor.	W. Va.	West Virginia.
Viz.	Namely.	Wyo. Ter.	Wyoming Territory.
Vol.	Volume.	Xmas.	Christmas.
V. Pres.	Vice President.	Yd.	Yard.
V. R	Queen Victoria (Victoria Regi)	Yr.	Your, Year,
Vt.	Vermont.	Zach.	Zachariah.
Vul.	Vulgate.	Zool.	Zoology.
Wash.	Washington.	&.	And.
Wed.	Wednesday.	&c.	And so forth.



CHAPTER X.

FOREIGN WORDS AND PHRASES.

The following words and phrases of foreign origin, with their English translations, we copy from Thompson's Pocket Manual, a little book of two-hundred pages, published by Mr. W. H. Thompson, 404 Arch street, Philadelphia, arranged especially for the ready reference of travelers and writers. The book itself contains the pith of many volumes, is edited by the Rev. John M. Heron, and possesses much information in a little space. So reliable has the writer found its contents that he concluded no better final chapter could be made to this book than by quoting from that little work the foreign words and phrases which are sometimes used by writers and dictators, and which, from that account, are invaluable to the skillful typewriter operator. We quote the words and phrases as given in the Pocket Manual, the foreign terms grouped in alphabetical order under derivative headings, with their English translations on the same line.

FROM THE LATIN.

<i>Ab extra</i> , From without.	<i>Aura popularis</i> , The popular breeze.
<i>Ab incunabulis</i> , From the cradle.	<i>Beatae memoriae</i> , Of blessed memory.
<i>Absente reo</i> , While the defendant was absent.	<i>Bis dat qui cito dat</i> , He gives twice who gives promptly.
<i>A capite ad calcem</i> , From head to heel.	<i>Bis pueri senes</i> , Old men are twice children.
<i>Accusare nemo se debet</i> , No one is bound to criminate himself.	<i>Bona fide</i> , In good faith; genuine.
<i>Acti labores jucundi</i> , Past toils are pleasant.	<i>Cacæthes scribendi</i> , A ridiculous fondness for writing.
<i>Ad captandum</i> , For the purpose of captivating.	<i>Cæteris paribus</i> , Other things being equal.
<i>Ad infinitum</i> , To an unlimited extent.	<i>Caput mortuum</i> , The lifeless head.
<i>Ad interim</i> , In the meanwhile.	<i>Carpe diem</i> , Improve time; embrace the opportunity.
<i>Ad libitum</i> , At pleasure.	<i>Casus belli</i> , A cause for war.
<i>Ad nauseam</i> , To satiety or disgust.	<i>Caveat actor</i> , Let the doer beware.
<i>Ad valorem</i> , According to the value.	<i>Caveat emptor</i> , Let the buyer beware.
<i>Alias</i> , Otherwise; an assumed or fictitious name.	<i>Centum</i> , A hundred.
<i>Alibi</i> , Elsewhere; proof given by a person under indictment that he was elsewhere than at the place alleged.	<i>Compos mentis</i> , Of sound mind.
<i>Alma mater</i> , Benign mother; often applied to the institution where one is educated.	<i>Consilio et prudentia</i> , By counsel and prudence.
<i>Alter ego</i> , My other self.	<i>Contra</i> , On the other hand; against.
<i>Alter idem</i> , Another exactly similar.	<i>Contra bonos mores</i> , Contrary to good manners.
<i>Amor mummi</i> , Love of money.	<i>Crescit sub pondere virtus</i> , Virtue grows under an imposed weight.
<i>Amor patriæ</i> , Patriotism; love of country.	<i>Cucullus non facit monachum</i> , The cowl does not make the monk.
<i>Anglice</i> , In English.	<i>Cui bono?</i> For whose benefit? For what good?
<i>Animus</i> , Mind; intention.	<i>Data</i> , Things given or granted; facts; premises.
<i>Anno Christi</i> , In the year of Christ.	<i>De die in diem</i> , From day to day.
<i>Anno Domini</i> , In the year of our Lord.	<i>De facto</i> , In fact.
<i>Anno mundi</i> , In the year of the world.	<i>De jure</i> , By right.
<i>Annus mirabilis</i> , A year of wonders.	<i>Deo volente</i> , (D. V.) God willing;— <i>favente</i> , favoring.
<i>Ante lucem</i> , Before daylight.	<i>De profundis</i> , Out of the depths.
<i>Ante meridiem</i> , Before noon.	<i>Desideratum</i> , A thing desired.
<i>Ante mortem</i> , Before death.	<i>Dii penates</i> , Household gods.
<i>A priori</i> , Beforehand; from previous knowledge.	<i>Dirigo</i> , I guide.
	<i>Dramatis personæ</i> , Characters of a play.

Dulce melos, "Domum!" Dulce, "Domum!" Sweet strain, "For Home!" or "Homeward!" "We are bound for Home." From a College Song.

Dummodo sit dives, barbarus ipse placet, If he be only rich, a very barbarian is pleasing.

Dum spiro, spero, While I breathe, I hope.

Dum vivimus, vivamus, While we live, let us live.

Durante vita, During life.

Ecce homo, Behold the man.

E contra, On the other hand.

E contrario, On the contrary.

Editio princeps, The first edition.

Ego et rex meus, I and my king

E pluribus unum, Out of many, one; one from many. The motto of the United States. The allusion is to the formation of one federal government out of several independent States.

Ergo, Therefore.

Et cetera, And the rest.

Et id genus omne, And all of that sort.

Et tu, Brute? And even you, Brutus.

Excelsior, Higher; more elevated.

Exempli gratia, For example; for instance.

Exeunt, They go out.

Exeunt omnes, All go out.

Exit, He (or she) goes out; a place of egress.

Ex officio, By virtue of the office.

Ex parte, On one part or side; one-sided.

Ex post facto, After the deed is done; retrospective.

Expressis verbis, In express terms.

Ex tempore, Off-hand; without preparation; extemporaneously.

Facetiæ, Witty sayings.

Facilis descensus Averni, The descent into hell is easy; it is easy to get into difficulty.

Fac-simile, An exact copy.

Factotum, Do everything; a man of all work.

Fama nihil est celerius, Nothing travels faster than scandal.

Fata obstant, The Fates oppose.

Fiat, Let it be done; a command.

Fiat justitia ruat cœlum, Let justice be done, though the heavens fall.

Fidelis ad urnam, Faithful unto death.

Fideliter, Faithfully.

Fide non armis, By faith, not arms.

Fides Punica, Punic faith; treachery.

Fidus Achates, Faithful Achates; a true friend.

Fidus et audax, Faithful and daring.

Finem respice, Look to the end.

Finis, The end.

Fit fabricando faber, A workman is made by working; practice makes perfect.

Flagrante bello, While the war was raging.

Flagrante delicto, In the actual commission of the crime.

Fœnum habet in cornu, He has hay on his horns; a sign of a dangerous bull.

Fortes fortuna juvat, Fortune favors the brave.

Fortiter et recte, With fortitude and rectitude.

Fortiter, fideliter, feliciter, Boldly, faithfully, successfully.

Fortiter in re, With firmness in action.

Fortuna favet fatuis, Fortune favors fools.

Genius loci, The genius of the place.

Gloria in excelsis, Glory to God in the highest.

Haec olim meminisse juvabit, It will be pleasant to remember these things hereafter.

Hic jacet, Here lies;—sepultus, buried.

Hinc illæ lachrymæ, Hence these tears.

Hoc loco. In this place.

Hoc tempore, At this time.

Idem, The same.

Ignis fatuus, A deceiving light; the Will o' the Wisp.

Imprimis, In the first place.

Impromptu, Off-hand.

In esse, In actual being.

In extenso, In full; at large.

In extremis, At the point of death.

In futuro, In the future.

In hoc signo vinces, Under this standard thou shalt conquer.

In loco parentis, In place of a parent.

In medias res, In the midst of affairs or things.

In memoriam, In memory.

In nubibus, In the clouds.

In posse, In possible being.

In propria persona, In person.

In puris naturaibus, Stark naked.

In statu quo, In former state; as it was.

Inter nos, Between ourselves.

Interim, In the mean time.

In terrorem, In terror; by way of warning.

Inter se, Among themselves.

In toto, In the whole; all; entirely.

In transitu, On the way.

In vacuo, In a vacuum.

Ipse dixit, He himself said it; a mere statement or assertion.

Ipsa facta, By the act itself.

Ipsa jure, By law itself.

Item, also.

Jus civile, The civil law.

Jus divinum, Divine right.

Labor omnia vincit, Labor conquers all things.

Lapsus calami, A slip of the pen.

Lapsus linguae, A slip of the tongue.

Lares et penates, Household gods; home.

Laus Deo, Praise be to God.

Lex loci, The law of the place; terræ, of the land.

Lex talionis, The law of retaliation.

Locum tenens, A substitute; a proxy.

Locus in quo, The place in which.

Locus sigilli, The place of the seal.

Magna Charta, The great charter.

Magnm opus, A great work.

Malis avibus, With bad omens.

Maximum, The greatest quantity.

Memoriter, By rote.

Mens sana in corpore sano, A sound mind in a healthy body.

Meum et tuum, Mine and thine; property.

Minimum, The least quantity.

Mirabile dictu, Wonderful to relate.

Mirabile visu, Wonderful to see.

Multum in parvo, Much in little.

Natale solum, Natal soil; native land.

Necessitas non habet legem, Necessity has no law.

Ne plus ultra, The utmost limit; perfection.

Nil admirari, To be astonished at nothing.

Nil desperandum, Never despair.

Nolens volens, Willing or unwilling.
Noli me tangere, Touch me not.
Non compos mentis, Not of sound mind; imbecile.
Non constat, It does not appear.
Non est inventus, Not to be found.
Non nobis solum, Not to us alone.
Non sequitur, It does not follow; an unwarranted conclusion.
Nota bene (N. B.), Mark well.
Nudum pactum, An invalid agreement.
Nunc aut nunquam, Now or never.
Omnia vincit amor, Love conquers all things.
Omnia vincit labor, Labor overcomes all obstacles.
Omnis probandi, The burden of proof.
Ora et labora, Pray and labor.
Ora pro nobis, Pray for us.
Orator fit, pœta nascitur, The orator is made, but the poet is born.
O tempora! O mores! O, the times! O, the manners!
Otium cum dignitate, Ease with dignity.
Pallida mors, Pale death.
Pari passu, With equal pace.
Par nobile fratrum, A noble pair of brothers; two just alike.
Passim, Everywhere.
Paterfamilias, The father of a family.
Pater patriæ, The father of his country.
Peccavi, I have sinned.
Pendente lite, While the suit is pending.
Per annum, By the year; yearly.
Per capita, by the head; singly.
Per centum, By the hundred.
Per diem, By the day.
Per fas et nefas, Through right and wrong.
Per se, By itself; for its own sake.
Pœta nascitur, non fit, A poet is born, not made.
Post obitum, After death.
Prima facie, On the first face or view.
Probatum est, It is tried and proved.
Pro bono publico, For the public good.
Pro et con, For and against.
Profanum vulgus, The profane vulgar.
Pro forma, For form's sake.
Pro hac vice, For this time.
Pro patria, For one's country.
Pro rata, In proportion.
Pro tanto, For so much; as far as it goes.
Pro tempore, For the time being; temporarily.
Quantum sufficit, Enough.
Quid nunc? What now? What news? Also applied to an inquisitive or prying person.

Quid pro quo, One thing for another; an equivalent.
Quid rides? Why do you laugh?
Qui tacet consentit, He who is silent consents.
Quo animo, With which intention.
Quod non opus est, asse carum est, What is not wanted is dear at a penny.
Quo Fata vocant, Whither the Fates call.
Quondam, Former.
Reductio ad absurdum, A reduction to an absurdity.
Resurgam, I shall rise again.
Rus in urbe, The country in the city.
Sal Atticum, Attic salt; wit.
Satis verborum, Enough of words.
Semper fidelis, Always faithful.
Semper idem, Always the same.
Semper paratus, Always prepared.
Sic, So; often used to indicate an exact quotation.
Sic passim, So everywhere.
Sic semper tyrannis, Thus always with tyrants.
Sine qua non, Without which, not; an indispensable condition.
Sub rosa, Under the rose; privately.
Sui generis, Of a peculiar kind; unique.
Suppressio veri, Suppression of the truth.
Tempora mutantur, et nos mutamur in illis, Times change, and we change with them.
Tempus edax rerum, Time that devours all things.
Tempus fugit, Time flies.
Tempus omnia revelat, Time discloses all things.
Terra firma, Solid land; a continent.
Terra incognita, An unknown land.
Una voce, With one voice.
Vale, Farewell.
Veni, vidi, vici, I came, I saw, I conquered.
Verbum sat sapienti, A word to the wise is sufficient.
Vice versa, the case being reversed.
Vi et armis, By force of arms; by violence.
Virtute et fide, By virtue and faith; *labore*, toil; *opera*, industry.
Virtute non astutia, By virtue, not by craft.
Virtute non verbis, By virtue, not by words.
Viva voce, By the living voice; by oral testimony.
Volo, non valeo, I am willing, but not able.
Vox et præterea nihil, Voice and nothing else; mere words or sound.
Vox populi, vox Dei, The voice of the people is the voice of God.
Vultus est index animi, The countenance is the index of the mind.

FROM THE FRENCH.

A bas, Down.
A bon marche, Cheap; a good bargain.
A cheval, On horseback.
A compte, On account; in part payment.
A corps perdu, Headlong; neck or nothing.
Affaire d' amour, A love affair.
Affaire d' honneur, An affair of honor; a duel.
A genoux, Upon the knees.

Aide toi et le ciel t'aidera, Help yourself and heaven will help you.
A l'abri, Under shelter.
A la bonne heure, At an early hour; well timed.
A la Francaise, After the French manner.
A la mode, In the fashion.
A l'Anglaise, After the English manner or fashion.
Aller bride en main, To go with a loose rein.

<i>A l'improviste</i> , Suddenly; unexpectedly.	<i>De bonne grace</i> , Willingly and kindly.
<i>A l'entrance</i> , To the very death.	<i>Debut</i> , First appearance.
<i>Amateur</i> , an admirer of and unprofessional practitioner in any art.	<i>Dejeuner a la fourchette</i> , A breakfast with meat.
<i>Amour</i> , Love.	<i>Denouement</i> , Solution; result; end.
<i>A propos</i> , By the way; to the purpose; in season.	<i>Dieu avec nous</i> , God with us.
<i>Argent comptant</i> , Ready money.	<i>Dieu vous garde</i> , God keep you.
<i>A tout prix</i> , At any cost.	<i>Dieu et mon droit</i> , God and my right.
<i>A toute force</i> , With all one's might.	<i>Dorer la pilule</i> , To gild the pill; deceitful flattery.
<i>Au contraire</i> , On the contrary.	<i>Dot</i> , A dowry.
<i>Au fait</i> , Skillful; expert; well posted.	<i>Double entente</i> , Double meaning.
<i>Au fond</i> , To the bottom.	<i>Doux yeux</i> , Soft glances.
<i>Au pis aller</i> , At the worst.	<i>Du fort au faible</i> , From the strong to the weak.
<i>Au revoir</i> , Till we meet again; farewell.	<i>Eau de Cologne</i> , Cologne water.
<i>Aux armes</i> , To arms.	<i>Eau de vie</i> , Brandy.
<i>Avant-coureur</i> , Forerunner.	<i>Eclaircissement</i> , Explanation.
<i>Avise la fin</i> , Consider the end.	<i>Eclat</i> , Splendor; brilliancy.
<i>A votre sante</i> , To your health.	<i>Eleve</i> , a pupil.
<i>Bas bleu</i> , Blue-stocking; a literary woman.	<i>Elite</i> , Choice; select.
<i>Beau monde</i> , The gay world; fashionable society.	<i>Embonpoint</i> , Plumpness; fatness.
<i>Belles lettres</i> , Polite literature.	<i>En ami</i> , As a friend.
<i>Blase</i> , Time-worn; faded; dissipated; satiated with society.	<i>Encore</i> , Again.
<i>Bijou</i> , A jewel or gem.	<i>En famille</i> , With one's family; or, with the family.
<i>Billet doux</i> , A love letter.	<i>En fin</i> , At length; at last.
<i>Bon gre, mal gre</i> , With good grace or ill grace; willing or unwilling.	<i>En grand</i> , Of full size.
<i>Bonhomie</i> , Good nature; good-natured simplicity.	<i>En masse</i> , In a mass or body.
<i>Bon jour</i> , Good day.	<i>En passant</i> , In passing; by the way.
<i>Bon mot</i> , A witticism.	<i>En plein jour</i> , In broad day.
<i>Bon soir</i> , Good night.	<i>En revanche</i> , In return; in retaliation.
<i>Bon ton</i> , High fashion; good manners.	<i>En route</i> , On the way or road.
<i>Bon vivant</i> , A high liver.	<i>Enivre</i> , Intoxicated.
<i>Bonne bouche</i> , A tid-bit; a sweet morsel; soft flattery.	<i>Ennui</i> , Weariness.
<i>Bonne foi</i> , Good faith.	<i>Entente cordiale</i> , Good understanding.
<i>Canaille</i> , The rabble.	<i>Entree</i> , Entrance.
<i>Carte blanche</i> , Full power.	<i>Entre nous</i> , Between ourselves.
<i>Cela est bon</i> , That is good.	<i>En verite</i> , In truth; indeed.
<i>Ce monde est plein de fous</i> , This world is full of fools.	<i>Esprit de corps</i> , Party spirit; brotherhood.
<i>Cen'est que le premier pas qui coute</i> , It is only the first step that is difficult.	<i>Essayez</i> , Try; attempt.
<i>Cest fait de lui</i> , It is all over with him.	<i>Faire sans dire</i> , To do, not say.
<i>Chacun a son gout</i> , Every one to his own taste.	<i>Faux pas</i> , False step; misconduct.
<i>Champs Elysees</i> , Elysian fields; paradise.	<i>Femme de chambre</i> , A chambermaid.
<i>Chateaux en Espagne</i> , Castles in the air (literally, in Spain).	<i>Femme de charge</i> , A housekeeper.
<i>Chef d'oeuvre</i> , A masterpiece.	<i>Fendre un cheveu en quatre</i> , To split a hair; a distinction without a difference.
<i>Cher ami</i> , Dear friend (male).	<i>Fete</i> , A festival; holiday.
<i>Chere amie</i> , Dear friend (female).	<i>Fete champetre</i> , A rural feast celebrated out of doors.
<i>Ci-devant</i> , Formerly.	<i>Feu de joie</i> , Bonfire; illumination.
<i>Comme il faut</i> , As it should be.	<i>Feuilleton</i> , A small leaf; a supplement to, or the literary part in, a newspaper.
<i>Comme je fus</i> , As I was.	<i>Fille de chambre</i> , A chambermaid.
<i>Compagnon de voyage</i> , A travelling companion.	<i>Fourgon</i> , A heavy military wagon.
<i>Contretemps</i> , Disappointment; accident.	<i>Front a front</i> , Face to face.
<i>Couleur de rose</i> , Rose color; flattering hue.	<i>Gaiete</i> , Gaiety; cheerfulness.
<i>Coup de grace</i> , The finishing stroke or blow.	<i>Gardez bien</i> , Guard well; take care.
<i>Coup d'essai</i> , First attempt.	<i>Gens de condition</i> , People of rank; <i>d'armes</i> , soldier police; <i>d'eglise</i> , churchmen; <i>de guerre</i> , the military; <i>de langues</i> , linguists; <i>de lettres</i> , literati; <i>de peu</i> , the meander sort; common people.
<i>Coup de soleil</i> , Sun stroke.	<i>Gens de meme famille</i> , Birds of a feather.
<i>Coup d'etat</i> , A stroke of policy.	<i>Grande parure</i> , Full dress.
<i>Coup d'oeil</i> , A glance.	<i>Guerre a mort</i> , War to the death; war to extermination.
<i>Coup de theatre</i> , Theatrical effect; clap-trap.	<i>Haut ton</i> , Highest fashion.
<i>Courage sans peur</i> , Courage without fear.	<i>Honi soit qui mal y pense</i> (Old Fr.), Evil to him that evil thinks.
<i>Coute que coute</i> , Cost what it may.	
<i>Craignez la honte</i> , Fear shame.	
<i>D'accord</i> , Agreed; in tune.	

Hors de combat, Not in condition to fight; defeated in combat.
Hotel des Invalides, A hospital in Paris for wounded soldiers.
Hotel de ville, Town hall; city hall; hotel of the city.
Il ne faut jamais defier un fou, Never defy a fool.
Jamais bon courieur ne fut pris, An old bird is never caught with chaff.
Je ne cherche qu' une, I seek but one.
Je ne peux pas, I cannot.
Je ne sais pas, I do not know.
Je ne sais quoi, I know not what.
Je ne suis pas, I am not.
Jeu de mots, A play upon words.
Jeu d'esprit, A display of wit; a witticism.
Jeu de theatre, A stage trick; a clap-trap.
Laissez faire, To let alone; to leave matters to their natural course.
Le bon temps viendra, There is a good time coming.
Le point du jour, The day-break.
Le savoir faire, The knowing how to act; breeding; manners; *vivre*, live.
Les extremes se touchent, Extremes meet.
Les larmes aux yeux, With tears in his eyes.
Les plus sages ne le sont pas tou jours, The wisest are not always wise.
Lettre de marque, A letter of marque; trade mark or brand.
Lettres de cachet, Sealed letters of a government containing a warrant.
L' homme propose et Dieu dispose, Man proposes and God disposes.
Litterateur, A literary man.
Loyal en tout, Loyal in everything.
Maison de ville, A town-house.
Malgre moi, In spite of myself.
Matinee, A daytime entertainment.
Mauvais gout, Bad taste.
Mauvaise honte, Extreme bashfulness.
Mise en scene, Putting on the stage; getting up.
Ne pour la digestion, Born merely to eat and drink.
Nom de plume, Literary nickname.
N'oubliez pas, Forget not.
Nous verrons, We shall see.
Nouvelle, A tale; a short novel.
On dit, It is said.
Outre, Extravagant; outlandish.
Ouvriers, Artisans; workmen.
Papier mache, Paper pulp prepared for use and ornament.
Par exemple, For example.

Parvenu, An upstart.
Penchant, Inclination; propensity.
Petit, Small; little; (feminine, *petite*).
Pour faire visite, To pay a visit; a visiting card.
Pour prendre conge, To take leave.
Protege, One protected by another; (feminine, *protegee*).
Quand on emprunte, on ne choisit pas, When one borrows, one cannot choose.
Quand on voit la chose, on croit, What we see, we believe.
Qui vive? Who goes there? on the alert.
Raison d'etat, A reason of state.
Recherche, Elaborate.
Rentes, Funds bearing interest; stocks; income.
Resume, A summary.
Revenons a nos moutons, Let us return to our subject.
Role, Part in a drama or performance.
Ruse contre ruse, Trick against trick; a counterplot; diamond cut diamond.
Ruse de guerre, A strategem of war.
Sans-culottes, Tatterdemalions; revolutionists.
Sans facon, Without formality.
Sans peur et sans reproche, Without fear and without reproach.
Sans souci, Without care.
Sauve qui peut, Save himself who can.
Savant, a man of science.
Savoir-vivre, Good breeding or behavior.
Savoir-faire, Tact; skill; industry.
Soi-disant, Self-styled.
Soiree, An evening entertainment.
Sous tous les rapports, In all respects.
Tant mieux, So much the better; —*pis*, the worse.
Tete-a-tete, Face to face; in close conversation.
Toujours pret, Always ready.
Tous frais faits, All expenses paid.
Tout au contraire, Just the contrary.
Tout a vous, Wholly yours.
Tout comme chez nous, Just as it is at home.
Tout ensemble, The whole taken together; general effect.
Un Dieu, un roi, One God, one king.
Un que je servirai, One I will serve.
Valet de chambre, a valet; a body-servant.
Verite sans peur, Truth without fear.
Vis-a-vis, Opposite.
Vive la bagatelle, Success to trifles.
Vive la Republique, Long live the Republic.
Vive le roi, Long live the king.
Voila tout, That is all.
Voila une autre chose, That is quite another thing.

FROM THE SPANISH.

A dios, Good-bye.
Adobe, A sun-baked brick.
Al hombre bueno no le busquen abolengo, A good man's pedigree is little hunted up.
Alma mia, My dear.
Buen principio, la mitad es hecha, Well begun is half done.
Cada uno tiene su alguazil, Every one has his governor.
Canon, A deep gulch or gorge.
Chaparral, A thicket of shrub oak.
Hidalgo, An aristocrat.

La mentira tiene las piernas cortas, Lies have short legs.
Mas vale saber que haber, Better be wise than rich.
Olla podrida, A heterogeneous mixture.
Poco barba, poco verguenza, Little beard, little shame.
Poco tiempo, In a little while.
Poco dinero, Little money.
Pronunciamiento, A declaration.
Quien sabe? Who knows?
Senor, Mr. or Master.

FROM THE ITALIAN.

A cause persa parole assai, When the cause is lost, words are useless.
Cantatrice, A singer.
Chiaroscuro, Light and shade in painting.
Conversazione, Social gathering.
Dilettante, A lover of fine arts.
Dolce far niente, Pleasant idleness.
Giovine santo, vecchio diavolo, Young saint, old devil.
I frutti proibiti sono i piu dolce, Forbidden fruits are the sweetest.

Impresario, A theatrical proprietor or manager.
L'abito e una seconda natura, Habit is second nature.
Natura lo fece, e poi ruppe la stampa, Nature made him and then broke the mould.
Prima donna, First lady, or "star" in an opera.
Signor, Mr. or Master.
Signora, Mrs. or Mistress.
Signorina, Miss.
Virtu, Objects of art; curiosities.



CHAPTER XI.

MACHINE SHORT-HAND.

The type writing machine had scarcely entered the market as a formidable rival to penmanship, before American inventive genius began experiments looking to its availability for short-hand purposes; and, though the author of this manual is by no means a believer in the adaptability of any machine to all kinds of general reporting, yet its capacity for most short-hand amanuensis work has been so clearly established, that a work on type writing claiming to be complete, would scarcely deserve the title did it omit all reference to so important a subject. Hence this chapter.

Machine Short-hand, under which title the art was, in 1883, copyrighted by the author of this manual, consists of a simple system of abbreviation, equally applicable to pen, pencil or machine, by which certain letters, either employed singly or in small groups, are used for the representation of common words or phrases.

The letter R, upon this plan, is used in place of the word *are*; L, for the word *will*; B, for *be*; U, for *you*; N, for *in*; etc., etc., etc.

In the above paragraph, single words are shown, but, if placed together, the letters representing those words can similarly be made to form phrases or sentences; as, for instance: l u b, for *will you be*; u r n, *you are in*; etc., etc., etc.

Most children remember the joke about the old sailor's empty flask and what he said *in letters* when he looked into it:—o i c u r m t, was his remark; and, by observing how the sounds of those letters are played upon to represent words, the reader can, with help of the letter-words preceding, form a good idea of the actual basis of Machine Short-hand.

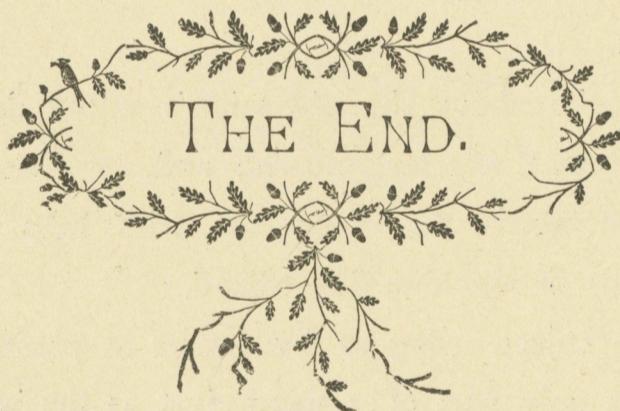
To spell by sound is the main object, using as few letters as possible to represent the sound for each word, and occasionally writing only part of a word, just as the word *will* is represented by the letter L.

This gives speed from two sources, sound spelling and abbreviation, and, by omitting spaces between the letters of a phrase, another speed principle is employed. To illustrate, when desirous of representing the words *you will be*, write their letters ulb, without any spacing whatever. You will, by such omission of spacing, not only save the time required to make the spaces, but you will also be able to read those letters as representing a phrase much more readily than if you had taken the trouble to space.

Machine Short-hand is, in reality, the theory of Haven's Practical Phonography, adapted to the key-board of type writing machines, and the phonetic characteristic of Machine Short-hand is greatly due to this fact. For this reason, all writers of Haven's Practical Phonography can easily make use of the type writing machine for short-hand purposes, in such instances where they happen to be sitting

at the machine, and pen or pencil or, perhaps, sufficient pages of note book, are not at the time available, and when to rise from the writer would probably be a loss of time advisable to avoid.

This is one of the advantages which writers of Haven's Practical Phonography may find in Machine Short-hand, but there are still greater advantages to be derived by persons who understand Machine Short-hand only and who are desirous of learning Haven's Practical Phonography. This latter class simply need to substitute phonographic letters for the long hand letters used by them, employing such short-hand letters precisely as their type writer equivalents are used—the transition from Machine Short-hand to Haven's Practical Phonography being thus so easily accomplished that the time required, and memorizing to be done, is comparatively insignificant.



THIS BOOK:
HAVEN'S * COMPLETE * MANUAL
OF
TYPE WRITING

CAN BE OBTAINED OF AGENTS OF TYPE WRITING MACHINES FOR
TWO DOLLARS A COPY.

But, if there is no agent in your town, or, if for any other reason, you are unable to obtain it near at home, the author will send you the book, free of postage, to any address, upon receipt of the price. Send by P. O. Money Order, Registered Letter or Certified Check at author's risk, or otherwise at your own risk. No stamps accepted in either whole or part payment. Address

CURTIS HAVEN,

P. O. Lock Box.

PHILADELPHIA, PENN'A.

EVERY TYPE WRITER OPERATOR,
STUDENT or PROFESSIONAL,

SHOULD SUBSCRIBE FOR THE ORGAN OF THE PROFESSION.

THE * MODERN * REPORTER.

A PROGRESSIVE

Monthly Journal of Practical Phonography and Type Writing,
FOR LEARNERS, ADVANCED STUDENTS AND THE PROFESSION.

SUBSCRIPTION PRICE, Two Dollars a Year in Advance, Postage Free. Single Copies, 25 Cents Each.

CONTENTS OF EACH NUMBER.—Self-Teaching Lessons in Haven's Practical Phonography and Type-Writing; Reading Exercises in Short-Hand for advanced students and professionals; Editorials on current events in the Phonographic, Type-Writing and Journalistic World; Items, Personal and Otherwise; An Everybody's Department, etc., etc., etc.

THE PRESS SAYS IT'S

"Worth ten dollars a year to any member of the profession it represents."—*Richmond (Va.) Commercial.*

"Handsomely gotten up and containing all the news of its constituency, it well merits the very flattering recognition it has achieved.—*Evening News, Philadelphia, Pa.*

"Subscription is very low for a paper containing so much fine engraving."—*Hudson Co. (N. J.) Ledger.*

Address all Communications to

CURTIS HAVEN, Editor and Publisher, PHILADELPHIA, PA.

HAVEN'S PRACTICAL PHONOGRAPHY.

THE STANDARD FOR
SIMPLICITY, SPEED AND LEGIBILITY,
AND THE
ONLY MODERN METHOD OF SHORT-HAND WRITING EXTANT.

Indorsed by the Legal Fraternity, College Faculties, the Press and the Profession as the best adapted for all purposes to which Short-Hand is applied.

Haven's Practical Phonography Gains its Speed

BY
JOINED VOWELS, NO DISJUNCTURES OF ANY KIND, FEW EXCEPTIONS, EASY FLOWING
CURVES, NO COMPOUND LETTERS, AND A PREPONDERANCE OF
LIGHT OUTLINES.

HAVEN'S PRACTICAL PHONOGRAPHY IS EASY TO READ,

BECAUSE

Each Letter has but one Sign ; Arbitrary Characters do not abound ; Each Syllable in a Word can be shown ; Proper Names can be written in full ; Vowels Joined where they belong ; And there are no long rules to be remembered.

Persons desirous of learning Short-hand, Professionals dissatisfied with their system, Students who cannot read their notes,
Students who cannot write fast enough, Clerks and Teachers who need higher wages, Ministers, Authors and all
Persons desiring to save time, which is to lengthen life,

NEED A COPY OF HAVEN'S PRACTICAL PHONOGRAPHY.

The only system of Short-Hand AVAILABLE FOR EVERY PURPOSE for which Phonography or Penmanship are employed. The ONLY SYSTEM OF SHORT-HAND wherein the Notes of one writer, when correctly written, can be read with certainty by any other writer of the system.

THE COMPLETE TEXT BOOK. Entitled

HAVEN'S PRACTICAL PHONOGRAPHY,

CONTAINS

All the Lessons, with full explanations of them ; a Short-Hand Reader, with Key, in common print ; and an Abridged Short-Hand Dictionary, arranged for easy reference, thus making it the only reliable Treatise on Short-Hand Writing that is COMPLETE IN ONE VOLUME.

Price, Two Dollars,

Sent free of postage to any part of the world on receipt of above amount. Address

CURTIS HAVEN,

- - - -

PHILADELPHIA, PA.

P. O. LOCK BOX.

HAVEN'S PHILADELPHIA COLLEGE
OF PRACTICAL
PHONOGRAPHY and TYPE WRITING,
1322 Chestnut Street, Philadelphia, Pa.

—INSURES ALL STUDENTS SPEEDY AND THOROUGH TUITION IN BOTH—

SHORT-HAND and TYPE WRITING.

CAPABLE TEACHERS AND EXTRAORDINARY FACILITIES FOR
IMPARTING INSTRUCTION.

All regularly attending scholars receive individual tuition, and are promoted as rapidly as they qualify, without reference to when they began—no one scholar being held back because of another who entered at same time. Thus, many of our regular day-attending scholars graduate and take positions before the expiration of their term, some having obtained private secretary positions in as short a time as TWO MONTHS after commencing with us, and that, too, without having any previous knowledge of either art. We make NO FAILURES in THREE months, even with the dullest of pupils, providing they possess an ordinary common school education, attend regularly, and make proper use of their time while in session.

ACTUAL PRACTICE in all kinds of professional work within the College.

Evening Sessions, nine months of the year—Fall, Winter, and Spring.

Day Sessions, all the year.

Students can commence any session any day; the term of each scholar being counted from her or his day of entry, independent of the time other scholars may begin.

Persons residing in other countries, States, or at such distance from Philadelphia as to necessitate procuring temporary board while in attendance at the College, can be accommodated in private families resident near the College at very moderate prices.

Besides our regular day and evening sessions, we have special classes, and also instruct privately, or BY MAIL.

SEND FOR FREE EXPLANATORY PAMPHLET.

Address all communications to

CURTIS HAVEN, Principal,
P. O. Lock Box. PHILADELPHIA, PA.

THE
Standard Remington Type-Writer



IS already widely known, and its own best advertiser. It is now in use in nearly every country in the world, and everywhere gives the utmost satisfaction.

Business men save valuable time by having correspondence done on the Type-Writer. One operator can do the work of three penmen. No large business offices are well furnished without it. To authors, editors, clergymen and others wearied with pen-writing, the Type-Writer affords immediate relief.

Owing to its rapidity, it facilitates composition; the mind does not lose its freshest and best thoughts while waiting for the slow pen to catch up. Compositors need make no mistakes in setting up Type-Writer work; hence, proof-reading is easy. Legal papers are now generally prepared on the Type-Writer. Telegraphic messages are written on the Type-Writer directly from the wires.

Correspondence solicited.

WYCKOFF, SEAMANS & BENEDICT,

SOLE AGENTS,

281 & 283 Broadway, New York,

715 Chestnut Street, Philadelphia, Penna.

38 East Madison Street, Chicago, Ill.

266 Washington Street, Boston, Mass.

Le Droit Building, Washington, D.C.

309 North Third Street, St. Louis, Mo.

30 West Third Street, St. Paul, Minn.

